



Work Activity Outside of Alaska

Purpose: To describe the responsibilities and process of reporting employees who are performing work outside the state of Alaska.

Target Audience : University Employees
University Departments
Regional HR Offices

General Guidelines

8QLYHUVLW\ GHSDUWPHQWV PD\ SHUPLW RU DVVLJQ VSHFLI
VWDWH RI \$ODVND IRU... (garbled text)

7KHVH SURFHGXUHV KDYH EHM... (garbled text)

\$OO RXW RI VWDWH ZRULN... (garbled text)

33\$ &&&

&RPSOHWH WKH RQOLQH 3:RUN 2XWVLGH RI \$ODVND
KWWS JRR JO IRUPIV... (garbled text)

NOTE: 9 H U L I \ W K D W W K H H P D L H G D L G W K N V R Q O H Q W U H T X H V

6XEPLW WKH DSSOZEVEKOROVGWQJWFKHUWDPLFXDWSIHUVRG
RIILFH \$ OLVW RI ZLWKKROGLQJ FHUWLILFDWHV E\ V
KWWS DODVND HGBXBILOVHKRQVWQVWVHIBVLOLVW SGI

NOTE: ,I DQ HPSOR\HH UHLXVCHWWRIRUJPO LQKWM GRFXPHQW ZI
IRU IXUWKHU DSSURYDO

7KH 8QLYHUVLW\ RI \$ODHVN DV RVZDWK KROGUDHXDS SOLFDEOH
WD[HV ZKHWKHU RU QRW VOKHWHBSO R/VMDIWRH U WARRHPSDOVGLQJ K
PLQLXPX WD[ZLWKKROGLQJ JIIXOUEHG DGMIVK EVO HJDDVCHOVSHF
SDUWLFXODU VWDWZKDRG VRKHORRFSOR WHHLQV ZRUNLQJ

6XSHUYLVRU

5HYLHZ WKH LQIRUPDHWLVRQ SLQRWIKGHGREXWKH 6WDW
\$FFRXQWDQW DQG WKH HPSOR\HH
3URYLGH WKH EXVLQHVV MXVWLILFDWLRQ IRU UHT
\$ODVND
3URYLGH LQIRUPDHWLVRQ WDHUHHOHQW UHJDUGL
HPSOR\HH V VFKHGXOH DV QHHGHG
6LJQ WKH GRFXSHQWSZKHG E\ 'RFX6LJQ

'HDQ 'LUHFWRU

5HYLHZ WKH LQIRUPDHWLVRQ SDWYHIZLGG 7D[\$FFRXQ
HPSOR\HH DQG WKH VXSHUYLVRU
3URYLGH DQ\ DGGLWVXQSDUFR RPHRSWR WHR WKH ZR
RXWVLGH RI \$ODVND
6LJQ WKH GRFXSHQWSZKHG E\ 'RFX6LJQ

5HJLRQDO +5 'LUHFWRU

5HYLHZ WKH LQIRUPDHWLVRQ SDWYHIZLGG 7D[\$FFRXQ
HPSOR\HH VXSHUYLVRU DQG GHQD GLUHFWRU
3URYLGH DQ DVVHVVRHSDFWLRLUWV KXWR LGH RI \$ODV
3URYLGH D UHFRPPHQGDVWL RQUIN \$FZKHWLKHU2XWVLC
\$ODVND VKRXOG EH DSSURYHG RU GHQLHG E\ WKH
GHVLJQHH
6LJQ WKH GRFXSHQWSZKHG E\ 'RFX6LJQ

&DPSXV &KDQFHOO RU GHVLJQHH

5HYLHZ DOO IRUPV DQV KLHQ GRUFD \$RVLWLGWKRIU \$ODVN
UHTXHVW LV
¾ DSSURYHG DV LV
¾ DSSURYHG ZLWK PRGLRQFVWLVRQ EPHQRWLFQWLR EH
RU
¾ GHQLHG WKH UHDFWRQ EIR ULGGHQLFDVHIXWR EH YDO

6WDWHZLGH 5LVN 6HUYLFHV

5HYLHZ WKH LQIRUPDHWLVRQ KDIQGPSORFXHHRIZL OHG E\
WKH 8QLYHUVLW\ V ULQVXVPRRPSHQG ZWLRLQ SROLFL

