

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

University departments may permit or assign specific employees to work outside the state of Alaska for various reasons, including teaching and research. When an employee performs University work at a location outside the state of Alaska for any length of time, the University has an obligation to comply with the tax and employment related laws of the state and/or country in which the work takes place.

These procedures have been designed to instruct the department and the Regional HR offices on the collection of the necessary data needed to identify and determine any state or foreign country tax liability for these assignments.

All out of state work activity must be certified by the respective campuses on an annual basis (for faculty, this certification will be in conjunction with the renewal of the appointment letter). There is no guarantee from year to year that an out of state assignment will continue. Additionally, there is no “grandfathering” of old permissions for out of state workers. Please ensure that approvals and certifications are up to date.

NOTE: Sabbaticals are considered paid leave and are not subject to these procedures. If the employee’s regular work assignment is outside the state of Alaska, then the appropriate state taxes will be withheld according to the information already submitted to the HR office.

Before Work Activity Outside Alaska Begins

When a department has considered assigning an employee to work outside the state of Alaska, the following steps must take place:

PPA/CCC:

1. Complete the online “Work Outside of Alaska Request Form” (<http://goo.gl/forms/8alojG3Jfs>) if either of the following conditions applies:
 - a. The employee is working or will be working outside the state of Alaska for 30 consecutive days.
 - b. The employee is working or will be working outside the state of Alaska for any length of time, and is a legal resident of a state or country outside the state of Alaska.

NOTE: Verify that the email addresses entered in the online request form are valid and active, as they will be used to route the documents for approval. Additionally, make sure that the DocuSign email address dse@docusign.net is added to your email safe sender list; otherwise, email notifications may be routed to your junk or spam box.

Statewide Tax Accountant:

1. Review the request for the Work Activity Outside of Alaska.
 - a. If there are any questions or additional information needed on the initial request, contact the PPA/CCC for clarification.
2. Perform the tax determination based on the information provided in the request.
 - a. The determination will include:
 - the begin date for state tax withholding;
 - the type of withholding certificate the employee must submit to their campus personnel office;
 - the departmental cost for maintaining and reporting the employee who is working out of state;
 - and/or any limitations based on the work location (e.g. some states, such as Hawaii, require health plan coverage outside of the UA-provided health plan).
3. Generate and route the Work Activity Outside of Alaska Form and the Telecommuting Agreement for approval through DocuSign.

PPA/CCC:

1. Review the request for accuracy, ensuring that dates, addresses, and funding are correct.
 - a. If the documents are complete and correct, the PPA/CCC will approve the document for further routing in DocuSign by clicking on the “Route” button at the bottom of the Telecommuting Agreement.
 - b. If the document requires any corrections, the PPA/CCC will send the document back to the Tax Accountant by clicking on the “Correction Needed” button, and indicating the required correction(s) when prompted by DocuSign.

NOTE: The PPA/CCC will be able to view the status of the request by logging in to DocuSign, using the link received after the initial request for review.

Employee:

1. Review the Work Activity Outside of Alaska Form and the Telecommuting Agreement.
 - a. Employee Work Activity Outside of Alaska Form
 - i. Verify information is correct (residence, work location, etc.).
 - ii. Acknowledge and approve the state tax withholding deduction from pay.
 - b. Employee Telecommuting Agreement
 - i. Verify information is correct.
 - ii. Initial to acknowledge agreement of responsibilities.
 - iii. Enter general work hours.
 - iv. Include any additional comments as necessary.

2. Submit the applicable state withholding certificate to the campus personnel office. A list of withholding certificates by state is available at http://alaska.edu/files/hr/state_tax_withholding_certificate_list.pdf

NOTE: If an employee refuses to sign/initial the forms, the document will not be routed for further approval.

The University of Alaska is legally required to withhold any applicable state and/or local taxes, whether or not the employee has completed a state withholding certificate. The minimum tax withholding will be at the legally required default rate specified by the particular state and/or locality in which the employee is working.

Supervisor:

1. Review the information in the documents provided by the Statewide Tax Accountant and the employee.
2. Provide the business justification for requesting the work activity outside of Alaska.
3. Provide information on the telecommuting agreement regarding the employee's schedule, as needed.
4. Sign the document where prompted by DocuSign.

Dean/ Director:

1. Review the information provided by the Statewide Tax Accountant, employee, and the supervisor.
2. Provide any additional comments to support or oppose the work activity outside of Alaska.
3. Sign the document where prompted by DocuSign.

Regional HR Director:

1. Review the information provided by the Statewide Tax Accountant, employee, supervisor, and dean/director.
2. Provide an assessment for the Work Activity Outside of Alaska.
3. Provide a recommendation for whether the Work Activity Outside of Alaska should be approved or denied by the campus Chancellor (or designee).
4. Sign the document where prompted by DocuSign.

Campus Chancellor (or designee):

1. Review all forms and indicate whether the Work Activity Outside of Alaska request is:
 - approved as-is;
 - approved with modification (modifications must be noted to be valid);
 - or
 - denied (the reason for denial must be indicated to be valid).

Statewide Risk Services:

1. Review the information, and ensure that the employee will be covered by the University's insurance and workers' compensation policies.

Regional HR Office:

1. Perform data entry for the work activity outside of Alaska.
2. Scan the completed Work Activity Outside of Alaska document and Telecommuting Agreement into OnBase.

Employees Working Outside the United States

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Work Activity Outside of Alaska Ends

When an employee is no longer working outside the state of Alaska, the following steps must take place:

Employee:

1. Complete a "Cancellation of Work Outside of Alaska Form" (paper form) http://www.alaska.edu/files/hr/work_activity_outside_ak_cancellation_ent.pdf
2. Submit the completed form to the employee's department for further processing.

Department:

1. Review and sign the "Cancellation of Work Outside of Alaska Form," confirming that the employee is now working within the state of Alaska.
2. Submit the completed form to your regional HR office.

Regional HR Office:

1. Review the "Cancellation of Work Outside of Alaska Form" for completeness and proper signatures.
2. In PDAEDN, stop the state and locality tax deductions.
3. In PEAEMPL, change the District/Division code to the employee's Alaska work location.
4. In PEAEMPL, select the supplemental data button and remove the residence and locality codes as appropriate.
5. Forward a copy of the cancellation form to Statewide Payroll Benefit Accounting for garnishment and child support order review.
6. Scan the Cancellation of Work Outside of Alaska Form into OnBase.