

International Chancellor Approval Memo

International Hire Resource Guide

To: Nickole Conley, UA HR Director of Talent Acquisition & Development
(MAU approvals must be obtained before submission to UA HR for the DA)

Through: [Approval: Chancellor]
(*HR looks for two levels of approval, but this is an example of the approval workflow*)

Through: [Dean/Director/Department Head]
(*HR looks for two levels of approval- this is an example of the approval workflow- follow your internal approval process in case additional approvers are required*)

From: [Supervisor]

Date: [Date]

Re: Request for Out of Country Remote Work [Employee Name, UA ID]
[TKL, PCN, Position Title, PD number]

Justification for International Remote Work

Provide a clear explanation of the business need for the employee to work remotely from an international location.(Example: specialized skill set, continuity of operations, critical project needs, recruitment challenges, etc.)

Funding Details

Explain how the associated fees will be funded. Specify whether the source is F1 funds or Restricted Funds, and include any additional funding information relevant to the request.

Attachments

Please ensure the following documents are included:

- Projected cost breakdown
- Completed GTN assessment received from HR Accounting

Cc: HR Coordinator