

STEPS FOR EMPLOYEE WORKING OUTSIDE US

1. Dept decides they want to hire an employee working remotely from another country
2. Dept. submits request to HR Accounting who will request an assessment to be completed by GTN with the prospective employee.
 - a. Information needed from department
 - i. Employee Name
 - ii. Employee Email
 - iii. Employee Contact Phone Number
 - iv. Remote work Start date
 - v. Remote Work End date
 - vi. Remote work Country
 - vii. Remote work Address or City/Territory
 - viii. Fund/Org to be used for GTN billing
3. HR Accounting submits request to GTN within 3 business days of receiving request from department
4. GTN reaches out to prospective employee to schedule meetings
 - a. Remind employee that they will be receiving notice from GTN and they need to respond immediately to schedule appt.
 - i. Any delay on the employees side will extend the timeline for when GTN will have the completed assessment
 - b. GTN will normally have 2 meetings, 1 with remote country specialists and 1 with US specialists
5. After meeting, GTN researches remote work country and US regarding liabilities for both the employee and UA
 - a. GTN turnaround time is approximately 4 weeks from initial meeting setup to completed assessment
6. HR Accounting receives the completed assessment and reviews for all UA liabilities
 - a. If the assessment indicates possible liabilities but further research is needed at an additional cost, HR Accounting will reach out to the department for approval for this additional research
 - i. If department decides not to do the research, then employee cannot be hired and the GTN process is stopped
 - ii. If the department decides to do the research, then HR Accounting will let GTN know the add'l research has been approved.
 1. Turn around time for add'l research is approximately 2 weeks
7. HR Accounting receives the completed assessment with the findings of the add'l research & reviews/summarizes GTN findings and will:
 - a. Project costs associated with employee working remotely from country
 - b. Outline important areas within the completed assessment & the add'l research
8. HR Accounting forwards the projected costs, outline of assessment along with the actual assessment to the department

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9. The department needs to submit justification to the CHRO through their Chancellor via docusign
 - a. The memo template is located on the remote work website
 - b. Memo requires the following
 - i. Write up justification as to why they need to hire this employee to work remotely from out of country
 - ii. Attach or include the projected costs and assessment you received from HR Accounting
 - iii. Details on how the fees (UA Costs) are being funded
 - c. The routing on docusign
 - i. Dean/Director
 - ii. MAU Chancellor
 - iii. HR Accounting – to make sure all required documentation is attached
 - iv. CHRO
 1. If approved by Chancellor and CHRO
 - a. Dept. can move forward with the hire and submit the remote work agreement form
 2. If not approved by Chancellor and CHRO
 - a. Dept cannot have this person work remotely from said country