



EMORY
UNIVERSITY

Finance Support Center

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Contact us at 404-727-7000

How Do I Submit the Out-of-State Employee Form?



How Do I Submit the Out-of-State Employee Form?

Overview

Emory University employees who work outside the state of Georgia are subject to all employment-related laws of the state in which they work. The University Payroll department must be informed **in advance** of potential work arrangements outside of Georgia. Further policy information is available in the [Official University Policy – Employment in States Other Than Georgia](#). If an employee moves back to Georgia, the department must notify Payroll before the relocation date by sending an email to eustatetax@emory.edu.

Eligibility: Emory University must pre-approve an employee’s Primary Work Location outside the State of Georgia, or whose physical presence in another state requires registration and adherence to employment laws in that state. Some positions are not considered eligible for this status, including students, medical residents, doctoral students, and non-exempt employees. International individuals in the U.S. on a Visa are generally not considered eligible for this status and require approval from the Office of International Students and Scholars Services (ISSS) as well as a special review of their U.S. tax status and pre-approval by the Senior Vice Provost of Strategic Finance and Resource Planning and the Vice President for Finance and Treasury.

In addition to the above, Emory currently prohibits employees from working from certain states given the potential liability that could be imposed on Emory. The list of U.S. states and territories Emory does not approve as a Primary Work Location are:

U.S. States	U.S. Territories	
New Jersey	American Samoa	Northern Mariana Islands
Alaska	Guam	US Minor Outlying Islands
Hawaii	Puerto Rico	US Virgin Islands

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Completing the Out-of-State Employee Approval Form

Direct Link: [Domestic Out of State Employee Approval Form](#)

Instructions

Review the rates for Fiscal 2022 and Fiscal 2023 are established as follows:

	Initial Set-Up Fee (one-time)	Quarterly Fee
University Employee	\$750	\$175
Affiliate Employees on Emory EI#	\$1,250	\$225
Affiliate Employees on Separate EI#	\$1,750	\$275
Additional fee for Employee with a Visa	\$2,250	\$325

Employee Information

* Applicant or Employee

Applicant
 Employee
 1

Steps	Actions
1.	Click the checkbox and select Person Type . Note: For APPLICANT, proceed to Step 2. For EMPLOYEE, proceed to Step 6.

Applicant Form

*** 10-digit Speedtype for Administrative Fees** 2

Please provide one unrestricted or non-sponsored speedtype for administrative fees to be charged if approved ✕

*** Applicant Name** 3

*** Is this individual a US Citizen or US Permanent Resident/Green card holder?** 4

-- None -- ▼

*** U.S. State where work will be performed** 5

The following states are excluded: New Jersey, Hawaii, Alaska, or US Territories ✕

-- None -- ▼

Steps	Actions
2.	<p>Enter the 10-digit SpeedType.</p> <p><u>Note: Please provide one unrestricted or non-sponsored speedtype for administrative fees to be charged if approved.</u></p>
3.	Enter the Applicant's First and Last Name .
4.	If the individual is a US Citizen or US Permanent Resident/Green Card holder, click the drop-down and select Yes or No. (If No, select the Visa Type.)
5.	<p>Click the drop-down and select the State where the work will be performed</p> <p><u>Note: New Jersey, Alaska, and US Territories are excluded.</u></p>
Proceed to step 11	

Employee Form

*** Exempt or Non-exempt** 6

Exempt
 non-exempt

*** 10-digit Speedtype for Administrative Fees** 7

Please provide one unrestricted or non-sponsored speedtype for administrative fees to be charged if approved ✕

*** Employee** 8

*** Is this individual a US Citizen or US Permanent Resident/Green card holder?** 9

-- None -- ▼

*** U.S. State where work will be performed** 10

The following states are excluded: New Jersey, Hawaii, Alaska, or US Territories ✕

-- None -- ▼

New Address 11

<p>* Address 1</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>State ?</p> <div style="border: 1px solid gray; padding: 2px;">The following states are excluded: New Jersey, Hawaii, Alaska, or US Territories ✕</div> <div style="border: 1px solid gray; padding: 2px;">-- None -- ▼</div> <p>Zip Code</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<p>Address 2</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>City</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>County</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
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Steps	Actions
6.	Click the checkbox and select Exemption status. <u>Note: Non-exempt employees are not eligible under the policy and these boxes will not appear for applicants (new hires).</u>
7.	Enter the 10-digit SpeedType . <u>Note: Please provide one unrestricted or non-sponsored speedtype for administrative fees to be charged if approved.</u>
8.	Click the drop-down and select the Employee Name by NetID.
9.	If the individual is a US Citizen or US Permanent Resident/Green Card holder, click the drop-down and select Yes or No. (If No, select the Visa Type.)
10.	Click the drop-down and select the State where the work will be performed <u>Note: New Jersey, Alaska, and US Territories are excluded.</u>
11.	Enter the Out-of-State Address (include Street Name, City, State, County, and Zip Code).

* Work Assigned (Default) Department Number 12

* HR Representative 13

* Employee Manager/Supervisor 14

* Please select the CBO Approver 15

* Start Date of Out-of-State Assignment 16

YYYY-MM-DD 📅

Anticipated End Date of Out-of-State Assignment (if available) 17

YYYY-MM-DD 📅

* Key Business Purpose/Justification for the Assignment 18

Please provide any other relevant information 19

Please agree to the Employee Out of State Policy by clicking on the button below.


Policy: Domestic Employment in States Other Than Georgia 20

21 Submit

12.	Enter the Work Assigned (Default) Department Number .
13.	Click the drop-down and enter the NetID of the HR Representative Name .
14.	Click the drop-down and enter the NetID of the Employee Manager/Supervisor .
15.	Click the drop-down and enter the NetID of the CBO Approver . <u>Note: The CBO delegate and approver needs to be approved by the CBO.</u>
16.	Click the Calendar icon and enter the Start Date of the Out-of-State Assignment
17.	Click the Calendar icon and enter the Anticipated End Date of the Out-of-State Assignment (if available/known) <u>Note: If the out-of-state assignment does not have an end date, no entry is required.</u>
18.	Enter the Key Business Purpose/Justification for the Assignment.
19.	Enter any other relevant information that may aid in the approval process.
20.	Click the Policy: Domestic Employment in States Other Than Georgia button to agree to the Employee Out of State Policy.
21.	Click the Submit button to submit request.

Once the form is submitted the following email is sent to the Approvers for review.

Your approval is requested



IT Service Management System <emory@service-now.com>
To: Oquendo, Jesse

↩ Reply
↩ Reply All
→ Forward
📧
⋮

Mon 6/27/2022 3:49 PM

DO NOT REPLY TO THIS EMAIL

Approval requested for **RITM00147010 - Inbound email to create an Incident or Request record**

[Click here to approve RITM00147010](#)

[Click here to reject RITM00147010](#)

Click here to view Approval Request: [LINK](#)

Opened By: JOQUEND
Requested For: JOQUEND

Click here to view:

EUV0113

Item number RITM00146609 Out of State Employee Approval Form	
Person Type	Employee
Enter Contact NetID, Name, or Email	JOQUEND
Contact Name	Test
Contact Phone Number	Test
Contact Email	Test
Exempt or Non-Exempt	Exempt
10-digit Speedtype for Administrative Fees	1234567900
Is this individual a US Citizen or US Permanent Resident/Green card holder?	Yes
Address 1	Test Street
State	Arkansas
City	Arkansas City
Zip Code	36457
County	Arkansas
Work Assigned (Default) Department Number	123456
HR Representative	JOQUEND
Anticipated Start Date	2022-07-08
Anticipated Out of State End Date	2022-07-30
Key Business Purpose/Justification for the Assignment	Test
Approving Manager	JOQUEND
CBO Approver	JOQUEND

Reviewers:

1. Department Level Approver
2. Chief Business Officer (CBO) Level Approver
3. Executive Level Approvers:
 - a. VP for Finance & Treasury
 - b. VP for Human Resources
 - c. Senior Vice Provost, Strategic Financial Resource Planning