



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... (The following text is heavily garbled and appears to be a corrupted scan of a document.)

7KHVH SURFHGXUHV KDYH EHM... (The following text is heavily garbled and appears to be a corrupted scan of a document.)

\$OO RXW RI VWDWH ZRULN... (The following text is heavily garbled and appears to be a corrupted scan of a document.)

33\$ &&&

&RPSOHWH WKH RQOLQH 3:RUN 2XWVLGH RI \$ODVND
KWWS JRR JO IRUPIV... (The following text is heavily garbled and appears to be a corrupted scan of a document.)

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 DSSUR\HH UHLXVH W KH R IR U PQ L Q KW GRFXPHQW ZI
RIILFH \$ OLVW RI ZLWKKROGLQJ FHUWLILFDWHV E\ V
KWWS DODVND HGBZLWKKROGLQJ OLVW SGI

NOTE: ,I DQ HPSOR\HH UHLXVH W KH R IR U PQ L Q KW GRFXPHQW ZI
IRU IXUWKHU DSSURYDO

7KH 8QLYHUVLW\ RI \$ODVND VZDWHKROGLQJ DSSOLFDEOH
WD\HV ZKHWKHU RU QRW VOKHW HBSOR\WIDVWHDZ WARKHSDOGLQJ
PLQLXP WD\ ZLWKKROGLQJ JETI OUEHG DMVKEWO HJDDOVS HF
SDUWLFXODU VWDWZKDRG RIKHOHRFSOR WHLIQV ZRUNLQJ

6XSHUYLVRU
5HYLHZ WKH LQIRUPDWHVQ SLQRWIKHHGREXWKH 6WDW
\$FFRXQWDQW DQG WKH HPSOR\HH
3URYLGH WKH EXVLQHVV MXVWLILFDWLRQ IRU UHT
\$ODVND
3URYLGH LQIRUPDWHVQ SLQRWIKHHQW UHJDUGL
HPSOR\HH V VFKHG XOH DV QHHGHG
6LJQ WKH GRFXSHQWSZKHG E\ 'RFX6LJQ

'HDQ 'LUHFWRU
5HYLHZ WKH LQIRUPDWHVQ SLQRWIKHHGREXWKH 7D\ \$FFRXQ
HPSOR\HH DQG WKH VXSHUYLVRU
3URYLGH DQ\ DGGLWLRQSDUFRPHRSWR WKR WKH ZR
RXWVLGH RI \$ODVND
6LJQ WKH GRFXSHQWSZKHG E\ 'RFX6LJQ

5HJLRQDO +5 'LUHFWRU
5HYLHZ WKH LQIRUPDWHVQ SLQRWIKHHGREXWKH 7D\ \$FFRXQ
HPSOR\HH VXSHUYLVRU DQG GHQD GLUHFWRU
3URYLGH DQ DVVHVUHSFWLRLUWKXWR LGH RI \$ODV
3URYLGH D UHFRPPHQGDVWL RQUIN \$FZKHWLKHU 2XWVLG
\$ODVND VKRXOG EH DSSURYHG RU GHQLHG E\ WKH
GHVLJQHH
6LJQ WKH GRFXSHQWSZKHG E\ 'RFX6LJQ

&DPSXV &KDQFHORU RU GHVLJQHH
5HYLHZ DOO IRUPV DQGLHQGLUFD \$RZLWGWKR IU \$ODVND
UHTXHVW LV
3/4 DSSURYHG DV LV
3/4 DSSURYHG ZLWK PRGLRQFDWLRQ EPHQRWLFGWLR EH
RU
3/4 GHQLHG WKH UHDFWREIRULGGHFLDWHXWR EH YDO

6WDWHZLGH 5LVN 6HUFLHV
5HYLHZ WKH LQIRUPDWHVQ SLQRWIKHHGREXWKH 7D\ \$FFRXQ
WKH 8QLYHUVLW\ V UHLXVH W KH R IR U PQ L Q KW GRFXPHQW ZI

