



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: 9HULI\ WKDW WKH HPDHC DLGWKNV RQOHQW UHTXHV

6XEPLW WKH DSSHOZEVEKOROVGWQJWFKHUWDPLFXDWSIHUVRG
RIILFH \$ OLVW RI ZLWKKROGLQJ FHUWLILFDWHV E\ V
KWWS DODVND HGBXBILOVHKKROGLVQVIBVHIBOLVW SGI

NOTE: ,I DQ HPSOR\HH UHLXVCHWVHRIRUJQ/LQKW GRFXPHQW ZI
IRU IXUWKHU DSSURYDO

7KH 8QLYHUVLW\ RI \$ODHONV RVZDWKXROGUDHXDS SOLFDEOH
WD[HV ZKHWKHU RU QRW VOKHWHBSOR/VMDIWRHIZWARRHSDOGLQJ
PLQLXP WD[ZLWKKROGLQJ JIIXDUEHG DGMVXKQVUJDDVCHVSHF
SDUWLFXODU VWDWZKDRGVRKHORHFSORVHHLQV ZRUNLQJ

6XSHUYLVRU

5HYLHZ WKH LQIRUPDHWLWQSLQRWIKGHGREXWKH 6WDW
\$FFRXQWDQW DQG WKH HPSOR\HH
3URYLGH WKH EXVLQHVV MXVWLILFDWLRQ IRU UHT
\$ODVND
3URYLGH LQIRUPDHWLWQSLQRWIKGHGREXWKH 6WDW
HPSOR\HHV VFKHG XOH DV QHHGHG
6LJQ WKH GRFXBHQW SZKHG E\ 'RFX6LJQ

'HDQ 'LUHFWRU

5HYLHZ WKH LQIRUPDHWLWQSLQRWIKGHGREXWKH 6WDW
HPSOR\HH DQG WKH VXSHUYLVRU
3URYLGH DQ\ DGGLWVXQSDUFRPHRQSVRWHR WKH ZR
RXWVLGH RI \$ODVND
6LJQ WKH GRFXBHQW SZKHG E\ 'RFX6LJQ

5HJLRQDO +5 'LUHFWRU

5HYLHZ WKH LQIRUPDHWLWQSLQRWIKGHGREXWKH 6WDW
HPSOR\HH VXSHUYLVRU DQG GHQDGLUHFWRU
3URYLGH DQ DVVHVUHSFWLWUWKXWR/LGH RI \$ODV
3URYLGH D UHFRPPHQGDVHLRQUINR \$FZKHLWLMHU2XWVLG
\$ODVND VKRXOG EH DSSURYHG RU GHQLHG E\ WKH
GHVLJQHH
6LJQ WKH GRFXBHQW SZKHG E\ 'RFX6LJQ

&DPSXV &KDQFHOURU RU GHVLJQHH

5HYLHZ DOO IRUPV DQV KLHQGLUFD \$RVLWLGWKRIU \$ODVND
UHTXHVW LV
¾ DSSURYHG DV LV
¾ DSSURYHG ZLWK PRGLRQFDVXVQ EPHQRWLFQWLR EH
RU
¾ GHQLHG WKH UHDFWVQ EIRULGGHCFDVOHIXWR EH YDO

6WDWHZLGH 5LVN 6HUYLFHV

5HYLHZ WKH LQIRUPDHWLWQSLQRWIKGHGREXWKH 6WDW
WKH 8QLYHUVLW\ V UHQVUPGRIRSDHQZVLRQ SROLFL

