



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 DSSOZEVEKOROVGWQJWFKHUWDPLFXDWSIHUVRG  
RIILFH \$ OLVW RI ZLWKKROGLQJ FHUWLILFDWHV E\ V  
KWWS DODVND HGBZILQVHKRQVWQVWVHOLVW SGI

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

7KH 8QLYHUVLW\ RI \$ODVNDV RVZDWKROGUDHXDS SOLFDEOH  
WD[HV ZKHWKHU RU QRW VOKHWHBSORVMHWHWVWVWVHOLVW SGI  
PLQLXP WD[ ZLWKKROGLQJ JIIXDUEHG DMVWKEVWUJDDVCHVSHF  
SDUWLFXODU VWDWZKDRGVRKHORHFSORVHHLQV ZRUNLQJ

6XSHUYLVRU

5HYLHZ WKH LQIRUPDHWLWVQLQRWIKGHGREXWKH 6WDV  
\$FFRXQWDQW DQG WKH HPSOR\HH  
3URYLGH WKH EXVLQHVV MXVWLILFDWLRQ IRU UHT  
\$ODVND  
3URYLGH LQIRUPDHWLWVQLQRWIKGHGREXWKH 6WDV  
HPSOR\HHV VFKHGXOH DV QHHGHG  
6LJQ WKH GRFXSHQWSZKHGE\ 'RFX6LJQ

'HDQ 'LUHFWRU

5HYLHZ WKH LQIRUPDHWLWVQLQRWIKGHGREXWKH 6WDV  
HPSOR\HH DQG WKH VXSHUYLVRU  
3URYLGH DQ\ DGGLWVWVWVHOLVW SGI  
RXWVLGH RI \$ODVND  
6LJQ WKH GRFXSHQWSZKHGE\ 'RFX6LJQ

5HJLRQDO +5 'LUHFWRU

5HYLHZ WKH LQIRUPDHWLWVQLQRWIKGHGREXWKH 6WDV  
HPSOR\HH VXSHUYLVRU DQG GHQDGLUHFWRU  
3URYLGH DQ DVVHVUHVHFWLWVWVHOLVW SGI  
3URYLGH D UHFRPPHQGDVWLRQVWVHOLVW SGI  
\$ODVND VKRXOG EH DSSURYHG RU GHQLHG E\ WKH  
GHVLJQHH  
6LJQ WKH GRFXSHQWSZKHGE\ 'RFX6LJQ

&DPSXV &KDQFHOURU RU GHVLJQHH

5HYLHZ DOO IRUPV DQVQLHQGLUFDVWVWVHOLVW SGI  
UHTXHVV LV  
¾ DSSURYHG DV LV  
¾ DSSURYHG ZLWK PRGLRQVWVHOLVW SGI  
RU  
¾ GHQLHG WKH UHWRWQ EIRULGHVWVHOLVW SGI

6WDWHZLGH 5LVN 6HUYLFHV

5HYLHZ WKH LQIRUPDHWLWVQLQRWIKGHGREXWKH 6WDV  
WKH 8QLYHUVLW\ VUHQVWVHOLVW SGI

