



Out-of-State Employment Approval Form

Employment of Out-Of-State Residents and Establishment of Out-of-State Work Locations

Sections 1-3 are to be completed by the supervisor or leader requesting to have an out-of-state employment form reviewed and approved. Prior to completing the form, please review the [Out-of-State Employment](#) policy overview.

SECTION 1: EMPLOYEE INFORMATION

Employee/Candidate Name:	Employee ID/Applicant Number (if known):
Job Title:	Division/College/School:
Status (Check One): <input type="checkbox"/> Full-Time Staff <input type="checkbox"/> Part-Time Staff <input type="checkbox"/> Adjunct <input type="checkbox"/> Tenure Stream/Term Faculty	
Name of Requesting Supervisor/Leader:	Signature of Requesting Supervisor/Leader:

SECTION 2: LOCATION & TIME DETAILS

Please see [licensed/approved state list](#) for states currently approved for SU to operate within.

Location of Work: City _____ State _____

Start Date at Out-of-State Location: _____ Expected End Date of Work Assignment: _____

SECTION 3: PURPOSE

Please state the business case that supports this request.

GL Code for Administrative Fees (if assignment is approved): _____

SECTION 4: SIGNATURES

FOR FACULTY:

_____ Signature of Dean	_____ Printed Name	_____ Date
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FOR STAFF:

_____ Signature of Divisional VP	_____ Printed Name	_____ Date
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Faculty: Return the form to HR-AcademicOperations@seattleu.edu.

Staff: Return the form to HRForms@Seattleu.edu along with the approved requisition if needed.

SECTION 5: H R APPROVAL

- Out-of-State Employment is APPROVED
- Out-of-State Employment is DENIED

HR APPROVAL:

Signature of VP HR or Delegate

Printed Name

Date

INTERNAL HR: Approved forms to be copied to personnel file, requesting supervisor/leader, and CC'd to Payroll Office.