



# Approval of Out-of-State Employee

(New Hire or Relocation)

Please return original (signed) form to:  
**Robin Oglesby-Harris**  
**MAIL:** Mail Code 5612 | **FAX:** 480.965.0554 | **EMAIL:** [robin.oglesby@asu.edu](mailto:robin.oglesby@asu.edu)

### Instructions

Arizona State University employees outside the state of Arizona are subject to all employment-related laws of the state in which they work. The Office of Human Resources-Payroll must be informed in advance of potential work arrangements outside of Arizona to be fully compliant with all state reporting, taxation and employment regulations.

Approval from Provost, Executive Vice President or Presidents office is **REQUIRED** for Out-of-State employment arrangements.

### Employee Information

<b>Employee Name:</b>		<b>ID #:</b>	
<b>Department:</b>		<b>Department Code:</b>	
<b>E-Mail:</b>		<b>Phone Number:</b>	

### Location and Purpose Information

<b>State Where Work is Performed:</b>	
<b>Start Date at Out-of-State Location:</b>	
<b>Anticipated Duration of Assignment:</b>	

### Key University Business Purpose for Assignment Out-of-State:

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### Administrative Fee

An administrative Fee is assessed to departments that hire out-of-state employees to help defer the administrative costs related to reporting requirements. Please refer to **FIN 420-08, Out-of-State Employees Authorization and Related Costs**. Departments will be charged a one-time fee of \$500 assessed at the start of the employees' assignment and an annual fee of \$200 to be charged every January.  
**NOTE:** This fee cannot be paid from a sponsored account.

<b>Agency/Org to Charge Administrative Fee</b>	
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### Contact Information and Approval

<b>Dept Manager Name:</b>			
<b>Department Manager Email/Phone:</b>	<b>Phone:</b>		<b>Email:</b>
<b>Additional Contact Name:</b>			
<b>Additional Contact Email/Phone:</b>	<b>Phone:</b>		<b>Email:</b>
<b>Signature of Vice Provost, EVP or President's office:</b>			
<b>Please Print Name:</b>			