



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 DSSUR\HH UHLXVCH W KH R IR U PQ L Q KW GRFXPHQW ZI
RIILFH \$ OLVW RI ZLWKKROGLQJ FHUWLILFDWHV E\ V
KWWS DODVND H QXBZLQWKKR OGLVQD V F H O L V W S G I

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

7KH 8QLYHUVLW\ RI \$ODVND V RVZDW K K O G U H T X D S S O L F D E O H
WD[HV ZKHWKHU RU QRW VOKHWHBSO R V M D W R H U W W R H P S D O G L Q J F
PLQLXP WD[ZLWKKROGLQJ J I I O D U E H G D M I W K E W O H J D D O H V S H F
SDUWLFXODU VWDWZK D Q G V R K H O H R F S O R W H L I Q V Z R U N L Q J

6XSHUYLVRU
5HYLHZ WKH LQIRUP D W L R Q S L O R W I K G H G R E X W K H 6 W D W
\$FFRXQWDQW DQG WKH HPSOR\HH
3URYLGH WKH EXVLQHVV MXVWLILFDWLRQ IRU UHT
\$ODVND
3URYLGH LQIRUP D W L R Q S L O R W I K G H G R E X W K H U H J D U G L
HPSOR\HH V V F K H G X O H D V Q H H G H G
6LJQ WKH GRFX S H Q W S Z K H G E \ ' R F X 6 L J Q

'HDQ 'LUHFWRU
5HYLHZ WKH LQIRUP D W L R Q S L O R W I K G H G R E X W K H 7 D [\$ F F R X Q
HPSOR\HH DQG WKH VXSHUYLVRU
3URYLGH DQ\ DGGLW V R Q S D U F R R P H R S W R W H R W K H Z R
RXWVLGH RI \$ODVND
6LJQ WKH GRFX S H Q W S Z K H G E \ ' R F X 6 L J Q

5HJLRQDO +5 'LUHFWRU
5HYLHZ WKH LQIRUP D W L R Q S L O R W I K G H G R E X W K H 7 D [\$ F F R X Q
HPSOR\HH VXSHUYLVRU DQG GHQD GLUHFWRU
3URYLGH DQ DVVHV V R H S F W L R U W W K X W R L G H R I \$ O D V
3URYLGH D U H F R P P H Q G W K L R Q U I R \$ F Z K L H W L K H U 2 X W V L G
\$ODVND VKRXOG EH DSSURYHG RU GHQLHG E\ WKH
GHVLJQHH
6LJQ WKH GRFX S H Q W S Z K H G E \ ' R F X 6 L J Q

&DPSXV &KDQFHOURU RU GHVLJQHH
5HYLHZ DOO IRUPV D Q G K L H Q G R L F N \$ R W Z K W G W K R I U \$ O D V N
UHTXHVW LV
¾ DSSURYHG DV LV
¾ DSSURYHG ZLWK PRGLRQFD W X R Q E P R G R W L F G W L R E H
RU
¾ GHQLHG WKH UH D W R Q E I R U L G G H Q F L D V O H R X W R E H Y D O

6WDWHZLGH 5LVN 6HUYLFHV
5HYLHZ WKH LQIRUP D W L R Q S L O R W I K G H G R E X W K H 7 D [\$ F F R X Q
WKH 8QLYHUVLW\ V U L Q V X V P E R I P S H Q G Z W L R Q S R O L F L

