

## Approval of Out-of-State Employee (New Hire or Relocation)

Stanford University employees who work outside the state of California are subject to all employment-related laws of the state in which they work. Payroll must be informed in advance of potential work arrangements outside of California. Further policy information is available in [Administrative Guide Policy 2.2.2](#). If an employee moves back to California, their department must notify Payroll prior to the relocation date by sending an email to payroll@stanford.edu.

Approval from cognizant Dean, Director, Vice Provost or Vice President is required for out-of-state employment arrangements. Departments will be charged a \$500 start-up fee, plus \$200 administrative fee at the beginning of each fiscal year for which the employee remains employed outside of California.

**Check this box if the employee is temporarily relocating due to COVID and will resume employment in California when the campus reopens.**

<b>Employee ID</b>	
<b>Employee Name (Last Name, First Name)</b>	
<b>Employee Pay Group</b>	
<b>U.S. State where work will be performed<sup>1</sup></b>	
<b>Employee Work Address (Street Address City, State Zip Code)</b>	
<b>Work Assignment Department</b>	
<b>Human Resources Manager Name</b>	
<b>Human Resources Manager Email</b>	
<b>Primary Contact for the Assignment (if different from above)</b>	
<b>Primary Contact Email</b>	
<b>Start Date of Out-of-State Assignment</b>	
<b>Anticipated End Date of Out-of-State Assignment</b>	
<b>Key University Business Purpose for the Assignment</b>	
<b>PTA for Administrative Fees (must be an unrestricted PTA)</b>	

\_\_\_\_\_  
 Dean, Director, Vice Provost or Vice President

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Please email completed form to: payroll@stanford.edu

<sup>1</sup> Note: This form is for use for employees working within the U.S. only.