

Human Resources

Out-of-State Employee Approval

Please return original *signed form along with a written justification of need* to [Maryalice.Minnick@nau.edu](mailto:Marylalice.Minnick@nau.edu), Payroll Coordinator, 928-523-9401, or [Cheryl.Brothers@nau.edu](mailto:Cheryl.Brothers@nau.edu), Payroll Manager, 928-523-6085.

NAU employees whose work site is located in the US, but outside of Arizona are subject to all employment-related laws of the state in which they work. Human Resources must be informed **in advance** of potential work arrangements outside of Arizona to be fully compliant with all reporting, taxation, and employment regulations of the other state. Departments are responsible for notifying Human Resources when an employee changes their work location. For more information and departmental charge amount, see <https://in.nau.edu/human-resources/departmental-procedures-for-out-of-state-employees/>.

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Employee Information

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
State of Employment: \_\_\_\_\_ Out of State Hire/Assignment Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Hiring Department Name: \_\_\_\_\_ Dept. Number: \_\_\_\_\_  
Dept. Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Speedchart #: \_\_\_\_\_

*This annual charge is applicable to departments for each out of state employee regardless of funding source, and **only state and local speed chart numbers will be accepted for these charges.***

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Required Approvals

Supervisor/Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor/Department Head Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Yes  No

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