

Human Resources

Out-of-State Employee Approval Form

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/>

*** ** Please return original *completed and signed form* to Maryalice.Minnick@nau.edu , Payroll Assistant Manager, 928.523.9401, or Cheryl.Brothers@nau.edu , HR Assistant Director, 928.523.6085*****

Employee Information

Employee Name: _____ Employee ID: _____
State of Employment: _____ Start Date: _____ End Date: _____
Job Title: _____
Hiring Department Name: _____ Dept. Number: _____
Dept Contact Person: _____
Contact Phone: _____
Speedchart #: _____
Is this individual working from an address located within the Navajo Nation? Yes No

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

Required Approvals

Supervisor/Department Head Signature: _____ Date: _____
Supervisor/Department Head Printed Name: _____
Dean/Director Signature: _____ Date: _____
Dean/Director Printed Name: _____
Vice President Approval Signature: _____ Date: _____
Vice President Printed Name: _____
VP Human Resources: _____ Date: _____

Justification: