

Temporary Out of State/Out of country work during COVID-19

Department Protocols – Out of State Employment

Should a department have an employee (faculty, staff, student, GA, part-time temp), who is unable to return to Arizona temporarily during this time period and is able to work remotely please follow the steps outlined below or contact Human Resources for more information.

Temporary out of state work

- During this time, employees may continue to perform remote work as assigned and managed by their supervisor as outlined in the updated [Telework Requirements and Expectations](#).
- Employees will remain, for tax purposes, listed as an Arizona resident with Arizona state taxes and unemployment. They will not be treated as an out of state employees nor will the department be charged the out of state fee.
- Provide the HR/Payroll team with the names and employee ID's of employees temporarily working out of state.
- This practice will be reviewed and may be adjusted as the COVID-19 situation unfolds.

Permanent or ongoing out of state work

- Departments, who are hiring new out of state employees for positions that are not temporary due to COVID 19, follow the current process by obtaining the President's approval and continue to pay the annual \$1,000 out of state employment fee.
- Departments, that have current employees working out of state will continue to follow the current processes and will continue to pay the annual \$1,000 out of state employment fee.
- If employees who live and work out of state cannot perform their current duties due to COVID 19, as with other employees, they may use accrued sick, vacation or leave without pay in the short term. Please contact the Human Resources office for further guidance if necessary.

Department Protocols – Out of Country Employment

Should a department have an employee (faculty, staff, student, GA, part-time temp), who is unable to return to the US temporarily during this time period and is able to work remotely please follow the steps outlined below or contact Human Resources for more information.

Temporary out of Country Employment

- During this time, employees may continue to perform remote work as assigned and managed by their supervisor as outlined in the updated [Telework Requirements and Expectations](#).
- Employees must maintain an US Bank Account. If they are unable to maintain a US bank account NAU will be unable to continue their employment
- Provide the HR/Payroll team the name and employee ID of employees temporarily working outside the US.

Please note that we are not able to process any New Hires for out of country employees at this time due to the employment authorization requirements.

Staying Secure While Working Remote

It is important to keep computers and smart phones up to date and to remain cautious about scams, phishing, and other threats while off the NAU campus. Some links to reminders and resources are provided below, including special details for those who may be out of the country.

<https://in.nau.edu/its/remote-resources-for-staff/>

<https://in.nau.edu/its/internationaltravel/>