

OUT-OF-STATE/PRIMARY HIRING / WORK RADIUS REMOTE WORK APPROVAL FORM

To have an out-of-state employment reviewed and approved (new hire or relocation), Hiring Manager/Director must complete the following information

EMPLOYEE/APPLICANT INFORMATION

LAST NAME FIRST NAME MIDDLE INITIAL

UID # EMAIL PHONE

DEPARTMENT

DIVISION/SCHOOL

JOB TITLE

INDICATE STATUS: FT PT

CURRENT ADDRESS (including State/County)

NEW ADDRESS (including State/County)

EFFECTIVE DATE OF OUT-OF-STATE/PRIMARY WORK RADIUS

EXPECTED END DATE OF ASSIGNMENT

BUDGET #

ACCOUNT CODE FOR ADMINISTRATIVE FEES

Please state the University business purpose for assignment out- of- state:

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APPROVAL SIGNATURE PAGE

HIRING MANAGER/DIRECTOR DATE

PRINT NAME AND TITLE

DEAN/VICE PRESIDENT DATE

PRINT NAME AND TITLE

For Academic Schools (Provost Signature required)

PROVOST DATE

PRINT NAME

VICE PRESIDENT FOR HUMAN RESOURCES/CHRO DATE

PRINT NAME

Transmittal to:

Talent Acquisition: talentac@pace.edu _____
DATE

Benefits/Compliance: benefits@pace.edu _____
DATE

Payroll: payroll@pace.edu _____
DATE

Copy sent to employee _____
DATE

Once form is fully approved with all required signatures, this form will be sent back to the Academic Dean/Vice President/Director. This Out-Of-State Remote Work Agreement is valid for one calendar year. It must be reviewed, and a new approval form submitted and signed on an annual basis.