

## Remote Work Locations (Outside of Pennsylvania)

REVISED 4/10/18

### I. Procedure Summary

This procedure explains the method used to populate the location field in the Oracle HR/Payroll system for employees whose primary work locations are in states outside of Pennsylvania or in other countries: These locations are identified as Remote Work Locations (RWL).

This procedure does not apply to employees who work regularly in Pennsylvania and an alternate work location: In this case, the location field in Oracle HR/Payroll will be populated with the employee's University work location address.

### II. Procedure: Staff, Student, All-Temps

#### A. Department –

Department Administrators will use the Dean's Office as the location on the Appointment Form or the Employee Record and complete the **Remote Work Location Information Form** (see below). The Remote Work Location Information Form will be reviewed and then forwarded to Payroll for data entry into the HR/Payroll system. Payroll will contact the department if any additional details are needed regarding the assignment for system taxation set-up.

[Global Operations Support](#) should be contacted prior to hiring a new employee or transferring an existing employee to a location outside the US.

Note: Departments with employees working outside of Pennsylvania or in other countries must follow the pre-approval process found in [policy 07-04-03 Working from Remote Locations: Staff, All Temps, Temporary and Student Employees](#) prior to work beginning at RWL.

#### **When employee ends/changes RWL assignment:**

1. If an employee's RWL assignment ends and they return to Pennsylvania, submit an Employee Record to update the employee's work location to their University address. Include in Remarks "RWL Ended/Return to Campus."
2. If the employee's RWL address changes to another state (other than Pennsylvania) or country, enter "RWL" in the Remarks section of the Employee Record and complete a new **Remote Work Location Information Form** (see below). Department administrators will use the Dean's Office as the location. The Remote Work Location Information Form will be reviewed by Employee Relations for approval and then forwarded to Payroll for data entry into the HR/Payroll system. Payroll will contact the department if any additional details are needed regarding the assignment for system taxation set-up.

#### B. Human Resources –

1. Forward the approved **Remote Work Location Information Form** to Payroll at [payrollinfo@cfo.pitt.edu](mailto:payrollinfo@cfo.pitt.edu). Payroll will enter the information from the RWL Form into the HR/Payroll system. Payroll will contact the department if any additional details are needed regarding the assignment for system taxation set-up.

2. **Compliance Center:** If the University has an official location in the state where the individual is working, send the appropriate template for that work location which will be listed on the Remote Location Work Agreement form.
  - a. Currently, the University only has official locations in PA, DC, and MD.
  - b. If it is determined by the Remote Work Location Committee that the University needs to establish an official location in the state or country where the employee is working, a permanent location will be established in Oracle and new templates will be created for the Compliance Center.
3. **Periodic Review:** Human Resources has the ability to query Oracle for individuals currently on "RWL." Human Resources will review the data and reach out to the departments for appropriate updates: These updates will be provided to Payroll to process in the HR/Payroll system to have the most current information available.

### C. Payroll –

1. For staff members, temporary employees, and student employees, Payroll will receive the approved **Remote Work Location Information Form** from Human Resources/Employee Relations.
  - i. Payroll will enter this form into HR/Payroll system under the additional information flex field on the Assignment screen and update location for SUI based on information received.
  - ii. Payroll will update the individual's tax records, as needed.
  - iii. When an ER is submitted for Staff/Students/All-Temps indicating an employee has returned from a remote work assignment, Payroll will remove the extra information from Oracle, which helps maintain accurate demographic details.
    1. Faculty Records will remove the extra information details in Oracle for Faculty related employees returning from remote work assignment(s).
2. Payroll will present regular reports to the Remote Work Location Committee regarding number of individuals working outside of Pennsylvania to determine if additional state registrations are required – and what type of registration is required – for tax withholding and reporting.
  - i. If it is determined by the Remote Work Location Committee that the University needs to establish an official location in the state or country where the employee is working, a permanent location will be established in Oracle and new templates will be created for the Compliance Center.

### III. Procedure: Faculty (Including Post Doctoral and Research Associates)

#### A. In Development –

## Remote Work Location Information Form

The purpose of this form is to collect additional information for employees whose primary work locations are in states outside of Pennsylvania or in other countries. It does not need to be completed for employees who work regularly in Pennsylvania and an alternate work location.

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Employee Name: \_\_\_\_\_

Is the employee working from their home? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the employee working outside the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

If outside the United States, what country is the employee working in?

\_\_\_\_\_

Address of Work Location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of assignment at the remote work location:

Start date: \_\_\_\_\_

End Date (if known): \_\_\_\_\_

If end date unknown, is the assignment at the remote work location expected to last more than 6 months? \_\_\_\_\_

Will the employee work on campus at any time during this assignment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what percentage of time will employee be on campus and what activities will they be participating in?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments such as nature of work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_