



DATE: April 11, 2011

TO: University Supervisors, Deans and Department Heads

FROM: Beth Behner, Chief Human Resources Officer

RE: Work Performed Outside Alaska
FORM COMPLETION DEADLINE: APRIL 29, 2011

The University permits or assigns some employees to work outside the state of Alaska for various reasons, including teaching and research. When an employee performs University work at a location outside the state of Alaska for more than 30 consecutive days or they are working outside the state of Alaska for any length of time and are a legal resident of any state or country other than Alaska, the University has an obligation to comply with the tax and employment related laws of those states and countries in which the work takes place. In order to comply with these laws, it is necessary to gather information concerning these assignments. The attached form has been designed to collect the data needed to identify and determine any state or foreign country tax liability for these assignments.

Employees on these assignments must complete the “Employee Work Activity Outside Alaska” form and a state payroll tax withholding certificate (if applicable). Additional instructions are attached. These forms are due to the following MAU HR representatives by **Friday, April 29, 2011**.

GI HR	Julie Shalvoy	(907) 474-6100
UAA HR	Ryan Belnap	(907) 786-1423
UAF HR	Becky Conner	(907) 474-6407
UAS HR	Lori Merritt	(907) 796-6479
SW HR	Michelle Michel	(907) 450-8216

After this information is received and reviewed, you will be notified if there is a state tax requirement for your employee. Your department is responsible to pay for any additional state employer taxes and fees including local employment taxes and state unemployment insurance while your employees are on assignment outside the state of Alaska.

If you have any questions, please contact the appropriate MAU representative. Thank you for your assistance.

cc: Personnel-Payroll Assistants and Cost Center Clerks