

Approval of Out-Of-State Employee (New Hire or Relocation)

Stanford University employees outside the state of California are subject to all employment-related laws of the state or foreign nation in which they work. Payroll must be informed in advance of potential work arrangements outside of California. Further policy information is available in [Administrative Guide Policy 2.2.12](#).

Approval from cognizant Dean, Director, Vice-Provost or Vice-President is required for Out-of-State employment arrangements. Departments will be charged a \$500 start-up fee, plus a \$200 per fiscal year administrative fee, for each Out-of-State Employee.

Employee Name

Employee ID#

Work Assignment Department

State Where Work Will Be Performed*

Location Where Work Will Be Performed*

Start Date at Out-of-State Location

Anticipated Duration of Assignment

Responsible Human Resources Manager

Key University Business Purpose for Assignment Out-of-State

PTA for Administrative Fees

Printed Name

Signature of Dean, Director or VP

Date

Please return original signed form to [Payroll, MC 8440](#).

* Stanford University currently maintains employment registrations in 47 states, plus the District of Columbia. We are not currently registered in Delaware, South Carolina and South Dakota.