

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

Stanford University employees who work 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 2.2.2](#). If an employee moves back to California, it is the department's responsibility to notify Payroll.

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 \$200 administrative fee at the beginning of each fiscal year for which the employee remains employed outside of California.

**** Check box if relocation is temporary. Anticipate return to CA once campus reopens**

Employee Name

Employee ID#

Work Assignment Department

State Where Work Will Be Performed*

Address Location for Work Performance*

Start Date at Out-of-State Location

Anticipated Duration of Assignment

Human Resources Manager:

Name

Email

Key University Business Purpose for Out-of-State Assignment

PTA for Administrative Fees

Printed Name

Signature of Dean, Director or VP

Date

Please email this form to payroll@stanford.edu, or send to [Payroll, MC 8838](#).

* Stanford University currently maintains employment registrations in 50 states, plus the District of Columbia.