



Stanford University

# Report of Days Worked in California for Out-Of-State Employees

## Policy

Employees whose primary work site is outside of California are subject to taxation in the state in which they work. Employees may occasionally be required to report to work in California. Compensation earned on such days is considered California taxable income regardless of employee's state of residence and is subject to all California tax provisions.

## Submission Guidelines

Use this form to notify Payroll of days Out-of-State Employees worked in California. This form must be submitted for each Out-of-State Employee even if there are no California working days to report.

### Continuing employees:

Submit form each calendar year by November 15, with a reasonable estimate of days in November and December, to allow Payroll time to adjust employee's state tax balances by year end. Resubmit form during the first working week of January if estimate for November and December is inaccurate.

### Terminating employees:

Submit form to Payroll with termination paperwork.

Employee Name:

Employee ID (8 digits):

Indicate number of business days worked in California in table below.

January	February	March	April	May	June
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
July	August	September	October	November	December
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I attest that the information provided above is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Employee Signature

Date

\_\_\_\_\_  
Manager Signature

Printed Name

Date

Please submit completed form to [Payroll](#), MC 8838