

OUT-OF-STATE/PRIMARY HIRING/WORK RADIUS REMOTE WORK APPROVAL FORM

To have an out-of-state/primary hiring-work radius employment request reviewed and approved (new hire or relocation), Hiring Manager/Director must complete the following information and obtain necessary approvals before forwarding to Human Resources:

EMPLOYEE/APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	
UID #	EMAIL	PHONE	
DEPARTMENT			
DIVISION/SCHOOL			
JOB TITLE			
INDICATE STATUS: FT	РТ		
CURRENT ADDRESS (including State/County)			
NEW ADDRESS (including State/County)			
EFFECTIVE DATE OF OUT-OF-STATE/PRIMARY WORK RADIUS			
EXPECTED END DATE OF ASSIGNMENT			
BUDGET #			
ACCOUNT CODE FOR ADMINISTRATIVE FEES			
Please state the University business purpose for assignment out-of-state:			

OUT-OF-STATE/PRIMARY HIRING/WORK RADIUS REMOTE WORK APPROVAL FORM APPROVAL SIGNATURE PAGE

HIRING MANAGER/DIRECTOR	DATE	
PRINT NAME AND TITLE		
PRINT NAME AND TITLE		
DEAN/VICE PRESIDENT	DATE	
PRINT NAME AND TITLE		
For Academic Schools (Provost Si	ignature required)	
PROVOST	DATE	
PROVOSI	DATE	
PRINT NAME		
VICE PRESIDENT FOR HUMAN RESOURCES/CHRO DATE		
PRINT NAME		
PRINT NAME		
Transmittal to:		
Talent Acquisition: talentac@pace.edu		
	DATE	
Benefits/Compliance: benefits@pace.edu	DATE	
	DAIE	
Daywalla naywall@naaa adu		
Payroll: payroll@pace.edu	DATE	
Copy sent to employee		
· · · · · · · · · · · · · · · · · · ·	DATE	

Once form is fully approved with all required signatures, this form will be sent back to the Academic Dean/Vice President/Director. This Out-of-State Remote Work Agreement is valid for one calendar year. It must be reviewed, and a new approval form submitted and signed on an annual basis.