

## 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 then please forward to Kelly Galimi in Human Resources at <u>kgalimi@pace.edu</u> to obtain all necessary approvals.

## EMPLOYEE/APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
UID #	EMAIL	
DEPARTMENT		
DIVISION/SCHOOL		
JOB TITLE		
INDICATE STATUS: FT	рт	
CURRENT ADDRESS (including State/Count	ty)	
NEW ADDRESS (including State/Count	у)	
EFFECTIVE DATE OF OUT-OF-STATE/P		
RADIUS EXPECTED END DATE OF ASSI	GNMENT	
BUDGET #		

Please state the University business purpose for assignment out-of-state. This justification must be completed.

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

HIRING	MANAGER/DIRECTOR	DATE
PRINT NA	AME AND TITLE	
DEAN/V	ICE PRESIDENT	DATE
PRINT N	AME AND TITLE	
For Acad	emic Schools (Provost Signature	e required)
PROVOS	т	DATE
PRINT N	AME	
	ESIDENT FOR HUMAN RESOURC	ES/CHRO DAT
PRINT N	AME	
ransmittal to:		
alent Acquisition:	talentac@pace.edu	DATE
enefits/Complian	ce: benefits@pace.edu	DATE
ayroll: payroll2@p	ace.edu	DATE
		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.