



Request for Authorization to Hire an Employee Residing and Performing Work outside of California

Department and Position Information

Department Requesting: Request Date:

Department Contact Name: Contact Email:

Position Title: Position Number: Employee Class:

Candidate Name: Pacific ID# (if available):

Proposed Appointment

Start Date: Appointment End Date: Appointment Amount: \$

Candidate's Home Address (Street, City, State, County, Zip Code):

Proposed WorkAddress (Street, City, State, County, Zip Code):

Description of Duties (instruction, research, other):

Justification Comments (unique qualifications this individual offers that justify out of state hiring):

Department's Understanding and Commitment to Comply

- 1. The hiring department must notify HR as soon as possible that a out-of-state employee will be hired. HR needs ample time to request new hire documents and process federal Form I-9 near the employees resident location.
2. The hiring department understands that work cannot begin until registration as an employer in the candidate's state of residence is completed and tax identification is received by Pacific's HR and Payroll office. This process takes a minimum of six weeks for completion.
3. The hiring department understands they will be responsible for the cost of initial tax structure research and setup, and for monthly and annual processing charges and fees related to reporting, processing and maintenance of systems required for tax compliance reporting. Additionally, the hiring department will be responsible for the cost of Worker's Compensation insurance secured for the out of state employee and remittances associated with this request and subsequent appointments.

Department Chair, Program Director Signature Date

Dean, AVP Signature Date

Completed by HR - Approval to Hire

Approved Employment Start Date: Approved Classification:

Authorized Human Resources Representative: Date: