



Request to Hire or Maintain an Out-of-State Employee FAQ

To hire or maintain a non-Colorado resident employee, the Request to Hire or Maintain an Out-of-State Employee must be completed and receive all approvals. The setup and ongoing administration costs for each state are significant. We are not encouraging out-of-state hires. **Colorado residents are a priority.**

1. Who needs to fill out the Request form?

The purposed or current out-of-state employee's supervisor will complete the form, sign and obtain their Dean's signature prior to submitting to Human Resources. Human Resources will obtain , HR, Payroll, CFO and General Counsel approval signatures. Human Resources will then notify the supervisor if the request was approved or denied.

2. When do I need to complete this form?

New hires: the form needs to be completed and approved prior to submitting a request to hire. Current employees: the form needs to be completed and approved once the supervisor learns the employee plans to move out-of-state or is notified by HR that their employee has moved out-of-state. Failure to complete this process timely may result in the termination of the employee.

3. I have a candidate with a current out-of-state address with plans to relocate to Colorado upon hire - do I need to complete this form?

No, if they plan to relocate within 90 days of their start date. If they will be working out-of-state longer than 90 days, a Request will need to be submitted and approved prior to hire.

4. Why is this form required for an out-of-state employee?

- All states have specific tax, unemployment, workers' compensation, and other legal requirements that must be met.
- UNCO must be registered to do business in each state that an employee lives and works.
- Banner must be set up to complete payroll requirements for each state.
- Registration has to be setup to meet state UI requirements, pay, Employee counts and W2's.

5. If a current employee chooses to move out-of-state doesn't this guarantee the approval of the Request form since they already work here?

No. If an employee chooses to move out of the state, they may not have the opportunity to continue employment with UNCO due to the additional tax, legal and risk liabilities created with the move.

6. Are there any States that we cannot hire or maintain an employee in?

Yes, due to their complexities, UNCO is not prepared to do business in certain states.

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Supervisor to answer the questions below on the Employee. Sign and then obtain Dept Director/Dean Signature Please feel free to provide additional documentation if needed.

Once complete, submit to Human Resources (Human.resources@unco.edu). A representative from Human Resources will obtain the additional signatures.

1. Provide the employee's first name, last name and Bear ID(if applicable).
2. Is this a new hire, re-hire, or current employee that is relocating?
3. In what state will the employee be residing?
4. If the employee is actively working for UNCO, when do they plan to re-locate outside the state of Colorado? If this is a request to hire, when will the employee start?
5. Will the employee be working full time or part time once hired or re-located?
6. Provide the job title and a brief description of the major job duties. If teaching, provide the course title(s).
7. Describe the specific employee's unique skillset.
8. Describe the recruitment process conducted (if applicable).
9. Describe how proper oversight of this employee will be maintained.
10. Approximately how many days will the employee work in Colorado, per year?

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11. If working remotely, will this employee be utilizing personal equipment to complete their work, or will they be assigned equipment from the College?

12. Are there any other factors to be considered to continue employment or be hired?

Dean or Director's Full Name

Date

Supervisor Signature

Date

HR Approval Signature

Date

Payroll Approval Signature

Date

CFO Signature

Date

General Counsel Signature

Date