



Employee Work Location Form

This form is used by an employee to request a change in permanent off-campus work location. Employees who are approved for remote work may be impacted by taxation and other workplace rules in their home state if that state is not Missouri. Because of the proximity of Illinois to St. Louis, any requests that involve a permanent work location in Illinois will be approved. Prior approval is needed for other work locations outside of the greater St. Louis metropolitan area. UHSP will consider the employee's request based on several factors as outlined in the policy.

Employee Name: _____

Requested permanent off-campus work location (non-Missouri) in Payroll:

Street Address: _____

City: _____ State: _____ Zip Code: _____

This address is where I work remotely: Yes, No

If "No", the address I work remotely at is: _____

Breakdown of time at work location:

_____ % On campus (St. Louis, MO)

_____ % at address above

Requested effective date of change in permanent work location: _____

Employee Signature: _____

Supervisor approval based on breakdown of work location, existing remote work agreements/guidelines and business needs.

Approve Deny

Supervisor Signature: _____

Evaluation of applicable factors including start-up and ongoing costs for business registration, Worker's Compensation, unemployment insurance, general liability / business insurance, location-specific laws regarding other insurance requirements, employment factors such as minimum wage, work breaktime, employee insurance requirements, discrimination laws, labor law posting requirements, state and local taxation requirements, new hire state reporting, administration of processes and tasks associated with all the above and any other relevant information. Requests must be submitted 60 days in advance.

HR endorsement based on position and approved work location list: Approve Deny

HR Signature: _____