

## Supplemental Checklist for UW Staff Whose Work Station Will Not be In Washington State

### For New Employees

- New Employee Orientation – Direct the employee to the online benefits orientation: <http://www.washington.edu/admin/hr/roles/newee/benorient/index.html> and the regular new employee online orientation: <http://www.washington.edu/admin/hr/roles/newee/orient/areas/seattle/online/index.html>
- Ensure that the employee is familiar with other relevant University policies and procedures, like those on the proper and improper use of state resources, and travel, etc.
- Prevention of Sexual Harassment Training – Most out of state UW employees periodically come to Washington for meetings or other functions. Review the Prevention of Sexual Harassment course schedule linked from: <http://www.washington.edu/admin/hr/roles/newee/orient/sexharassprevent-trng.html> and arrange for your employee's participation on one of the sessions when the employee is in the Seattle area.

### For All Out of State Employees

- Workers Compensation and Out of State Tax Reporting  
See: <http://f2.washington.edu/treasury/riskmgmt/wc/outstate>  
Download, complete and submit the Out of State Worker Reporting Form. Completion of this form is necessary to ensure that the employee has Workers Compensation coverage and that the University fulfills its out of state tax reporting obligations.
- Review the University's information on Telework and Flexwork at: <http://www.washington.edu/admin/hr/roles/newee/orient/areas/seattle/online/index.html>, and <http://www.washington.edu/admin/hr/roles/mgr/flexwork/flexsched/index.html>. If the employee will be responsible for the safety or security of University owned property or equipment, consider discussing with Risk management and ensuring that the employee's job description addresses this responsibility.
- Depending on the nature of the out of state position, consider whether that individual should serve as a common point of contact for the unit should an emergency disrupt normal communications. Consider incorporating this function into your unit's emergency plans.