Portland State University Out-of-State Employment Process Overview

The following process is mandatory prior to initial hire, when an approved out-of-state employee changes address, and when a current PSU employee is relocating and will reside and perform their PSU work off-site in a location outside of Oregon:

1. The hiring department must submit a fully signed “Request for Authorization to Hire an Employee Residing and Performing Work Outside of Oregon” at least six (6) weeks before the proposed appointment date. Processing time is essential because:
   • HR must verify potential adverse student enrollment impact with OAA related to a state's authorization for distance education resulting from employment in that state.
   • PSU must complete business registration processes and obtain an employer tax ID, and Worker’s Compensation coverage with the other state;
   • The hiring Department must work with HR to identify and authorize an employer representative (proxy) in the candidate’s residence location to act on behalf of PSU in the completion of regulatory employment authorization documents (federal Form I-9);
   • HR must obtain the employee’s tax documents as required by the other state and/or local governments.

2. Justification Comments: The request for authorization must include a brief description of work to be performed and justification for the authorization request, specifically, what unique qualifications or contributions the candidate offers and how these qualifications enhance the academic program.

3. HR will notify the hiring department of approval to hire and next steps, or of denial.

4. After approval, typical next steps include:
   • HR submits background check, if required.
   • Department makes official employment offer to the candidate consistent with hiring practices of the school/college.
   • Department and candidate/new employee complete a Telecommuting Authorization and attach it to the letter of offer.
   • Department, candidate and HR work together to identify an “Authorized Employer Representative” in the candidate’s residence location to complete the federal Form I-9 on PSU’s behalf. This is typically, but not always, the employee’s home institution or another nearby institution.
   • HR contacts the proposed institution to confirm they are agreeable to act as PSU’s “Authorized Employer Representative” for I-9 completion, and to supply the new PSU employee’s name and contact information.
   • HR contacts the new employee with instructions on Form I-9 and employment document completion (employee information, W-4, direct deposit, other tax withholding forms for home state, etc.).
   • HR coordinates PSU computer systems account creation and access (OAM) with new employee.
5. When renewing appointments for Out-of-State Employees:
   • Attach a copy of the Telecommuting Authorization to the letter of offer, updating as necessary.

*PSU does not allow direct employment of individuals living and working outside the US or in the US Territories. Units interested in such employment arrangements must do so through a 3rd party vendor, such as an in-country employment agency or payroll service provider. This type of vendor contract is facilitated through Contracting and Procurement Services.

For more information contact Tamara Saranpaa at saranpaa@pdx.edu