

## OUT-OF-STATE/PRIMARY HIRING/WORK RADIUS REMOTE WORK APPROVAL FORM

*To have an out-of-state/primary hiring-work radius employment request reviewed and approved (new hire or relocation), Hiring Manager/Director must complete the following information and then please forward to Kelly Galimi in Human Resources at [kgalimi@pace.edu](mailto:kgalimi@pace.edu) to obtain all necessary approvals.*

### EMPLOYEE/APPLICANT INFORMATION

LAST NAME FIRST NAME MIDDLE INITIAL

UID # EMAIL

DEPARTMENT

DIVISION/SCHOOL

JOB TITLE

INDICATE STATUS: FT  PT

CURRENT ADDRESS (including State/County)

NEW ADDRESS (including State/County)

EFFECTIVE DATE OF OUT-OF-STATE/PRIMARY WORK

RADIUS EXPECTED END DATE OF ASSIGNMENT

BUDGET #

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**Please state the University business purpose for assignment out-of-state. This justification must be completed.**

**OUT-OF-STATE/PRIMARY HIRING/WORK RADIUS REMOTE WORK APPROVAL FORM  
APPROVAL SIGNATURE PAGE**

\_\_\_\_\_  
**HIRING MANAGER/DIRECTOR** **DATE**

\_\_\_\_\_  
**PRINT NAME AND TITLE**

\_\_\_\_\_  
**DEAN/VICE PRESIDENT** **DATE**

\_\_\_\_\_  
**PRINT NAME AND TITLE**

**For Academic Schools (Provost Signature required)**

\_\_\_\_\_  
**PROVOST** **DATE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**VICE PRESIDENT FOR HUMAN RESOURCES/CHRO** **DATE**

\_\_\_\_\_  
**PRINT NAME**

**Transmittal to:**

**Talent Acquisition: talentac@pace.edu** \_\_\_\_\_  
**DATE**

**Benefits/Compliance: benefits@pace.edu** \_\_\_\_\_  
**DATE**

**Payroll: payroll2@pace.edu** \_\_\_\_\_  
**DATE**

**Copy sent to employee** \_\_\_\_\_  
**DATE**

*Once form is fully approved with all required signatures, this form will be sent back to the Academic Dean/Vice President/Director. This Out-of-State Remote Work Agreement is valid for one calendar year. It must be reviewed, and a new approval form submitted and signed on an annual basis.*