

# OUT OF STATE EMPLOYEE REQUEST FORM FOR GRADUATE STUDENT WORKERS

## **Requestor / Hiring Manager Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Please identify the following for the prospective employee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College/Division |  | Department |  | |
| Prospective Employee Name |  | Position |  | |
| Current/Requested location |  | Can this job be done completely remote from outside of GA? | | \_\_\_\_ Yes \_\_\_\_ No |
| Anticipated hire date (or date to move out of state) |  | Will this person supervise others? | | \_\_\_\_ Yes \_\_\_\_ No |
| Duration of out of state assignment | \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer  *Please check all that apply* | Standard hours/FTE | |  |

## **Justification**

How will KSU benefit from this employee working outside of Georgia?

## **Approvals**

|  |  |  |
| --- | --- | --- |
| Department Chair/Director | Signature: | Date: |
| Division/Dean | Signature: | Date: |
| Dean, Graduate College | Signature: | Date: |

Once all approvals are obtained, please email the completed form to [hr@kennesaw.edu](mailto:hr@kennesaw.edu).