

Electronic Out-of-State Form (e-OOS Form)

TABLE OF CONTENTS

Contents

TABLE OF CONTENTS	1
Overview	2
Completing Employee Portion of e-OOS Form	2
Completing Supervisor Portion of e-OOS Form	4
Periodic Outreach	7
Frequently Asked Questions	7
Why do employees need to notify Payroll Services of their home and work location?	7
What if I am only working out of the State of Vermont for a short time?	7
What if I do not know the information needed in the Supervisor Information tab?	7
Help	8
Resources	8

Overview

The PeopleSoft Human Resources system (HCM) now features an Electronic Out-of-State Form for employees living and/or working out of the State of Vermont. All employees living and/or working out of the state of Vermont must notify Payroll Services (Payroll@uvm.edu) of their work location(s) for the purpose of compliance with State Payroll Income Tax Reporting, Unemployment Insurance, and Worker's Compensation Insurance. Payroll & Tax Services is asking for this information when an employee's home address or work location is listed in PeopleSoft as outside the State of Vermont. Additionally, if an existing employee changes their work location, Payroll Services must be notified and a new form must be completed. Both the employee and the employee's supervisor(s) must complete the electronic form.

Completing Employee Portion of e-OOS Form

Employees living and/or working out of the state of Vermont must complete the following steps to notify Payroll Services of their living and working location:

1. Log in to [PeopleSoft Human Resources](#)

NOTE: The Duo Multi-Factor Authentication tool will be required when logging in to PeopleSoft. Duo Security is a tool used by the University of Vermont to protect sensitive information. Upon logging into a Duo-protected site, you will be required to perform an additional authentication step via Push notification to a smart phone or tablet, SMS text, or a phone call. To use Duo you must [enroll a device](#) to act as your second authentication factor.

2. Navigation: Select **NavBar: Navigator** compass icon in the upper right corner.



3. Select **Navigator** button and then **Self Service > Personal Info > Out of State Form**
4. Click the **Begin New Form** button

The purpose of this data collection is to capture information needed to comply with State Payroll Income Tax Reporting, Unemployment Insurance, and Worker's Compensation Insurance.

Payroll & Tax Services is asking for this information because in PeopleSoft, your home address or work location is outside the State of Vermont.

Form History			
Form #ID	Form Date	Living/Working Situation	View
0 [redacted]	[redacted]	[redacted]	View

[Begin New Form](#)

- Review home address that is currently on record. If the home address is incorrect, select **Edit Home or Mailing Address** and update. If the home address is correct, select **OK/Continue**.

Employee Living/Working Outside Vermont

XXXX-XXXX

Below is your Home / Mailing Addresses as maintained in PeopleSoft. Please review and click the appropriate button on the bottom.

Home/Mailing Addresses

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	XXXX-XXXX	USA	XXXX-XXXX XXXX-XXXX

If "Edit Home or Mailing Address" is selected you will leave this form. Upon completion of your address change you will need to return to this form via Self Service | Personal Information | Out of State Form to complete the Out of State Information Form.

- Select your **current** living/working situation. Descriptions for each choice are listed next to each selection. Click **Continue** once a selection has been made.

NOTE: Payroll & Tax Services is looking for information about an employee's **current** living and working situation. If there are future plans to change the current living/working locations, Payroll must be notified of the changes when they occur.

Employee Living/Working Outside Vermont

Form #: NEW

XXXX-XXXX

Empl ID: XXXX-XXXX

Living/Working Situation

- Out-of-State** I live and work outside of Vermont.
- Split Time** I work both in and out of state.
- Commute to VT** I live outside Vermont and commute to Vermont for work.
- Commute from VT** I live in Vermont and commute outside Vermont for work.
- In-State** I live and work in Vermont.
- Live Locally** I temporarily live locally in Vermont while working in Vermont, even though my Home (Permanent) Address is outside Vermont.
- Other** None of the above selections describes my living / working situation.

- Dependent upon which situation has been selected, the form will offer blank fields to provide the physical location where your work is being done. All of your active jobs will be listed. Enter **% Time**, **Street Address**, **City**, **State**, **County**, **Zip Code** and **Country** where work is being completed **for each active job**. Any comments should be made in the **Comments** section.

NOTE: If you select **Split Time**, use the +/- buttons to add multiple addresses. Please ensure that the % Time totals 100% for all work locations provided.

Employee Living/Working Outside Vermont

Form #: NEW

Empl ID:

Out-of-State I live and work outside of Vermont.

Work Location

Payroll and Tax Services requires the physical location where your work is being done. Your active job(s) are listed below. Using the + and - buttons, indicate the percent time you work at each job in each location.

Active Job

Find First 1 of 1 Last

Empl Rcd	Hire Date	Job Code	Description	Work Location	Department	Supervisor
1						

Work Location

Personalize | Find | First 1 of 1 Last

	Address #	% Time	Street Address	City	State	County	Zipcode	Country
1	1							

Comments

NOTE: There are supplemental forms that must be completed for those working in New York State or Pennsylvania. Please see [Resources](#) section for links to the forms. Please complete these forms and attach them to your e-OOS form under the **Attachments** tab before submitting the form.

- When work location(s) have been provided, click **Submit** button. The form will be routed to Payroll Services for review and approval, and then to the employee's supervisor(s) to review and complete the supervisor portion.

Completing Supervisor Portion of e-OOS Form

After an employee submits their electronic Out-of-State form, and it has been approved by Payroll Services, the form will route to all applicable supervisors. Supervisors must review the employee's portion of the form to ensure the information is accurate, and complete the **Supervisor Tab** with information necessary for Worker's Compensation and Unemployment Insurance compliance.

Supervisors will receive an automated email from Payroll@uvm.edu notifying them that there is an electronic out-of-state form that requires their attention. The email will include a list of tasks that needs to be completed by the supervisor before approving the form. Supervisors must complete the following steps:

1. Log into [PeopleSoft Human Resources](#).

NOTE: The Duo Multi-Factor Authentication tool will be required when logging in to PeopleSoft. Duo Security is a tool used by the University of Vermont to protect sensitive information. Upon logging into a Duo-protected site, you will be required to perform an additional authentication step via Push notification to a smart phone or tablet, SMS text, or a phone call. To use Duo you must [enroll a device](#) to act as your second authentication factor.

2. Navigation: Select **NavBar: Navigator** compass icon in the upper right corner.



3. Select **Navigator** button and then **Manager Self Service > UVM Online Forms > UVM Out of State Information > Out of State Info Inquiry/Appr**
4. Search for employee using the **Empl ID** that was provided in the automated email received from Payroll@uvm.edu.

NOTE: If an employee only has one existing form it will automatically pull up. If the employee has numerous forms you will need to select the form with the **OOS Questionnaire ID** number that matches the automated email you received from Payroll@uvm.edu.

▼ Search Criteria

OOS Questionnaire ID begins with

Empl ID begins with 🔍

Form Date = 📅

Last Name begins with

First Name begins with

Living/Working Situation = ▼

Form Status = ▼

Case Sensitive

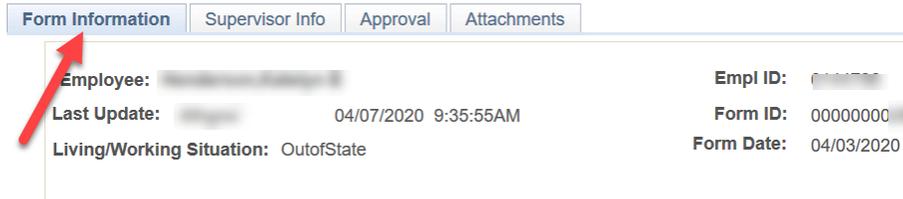
Search Clear Basic Search 📄 Save Search Criteria

Search Results

View All First 1-2 of 2 Last

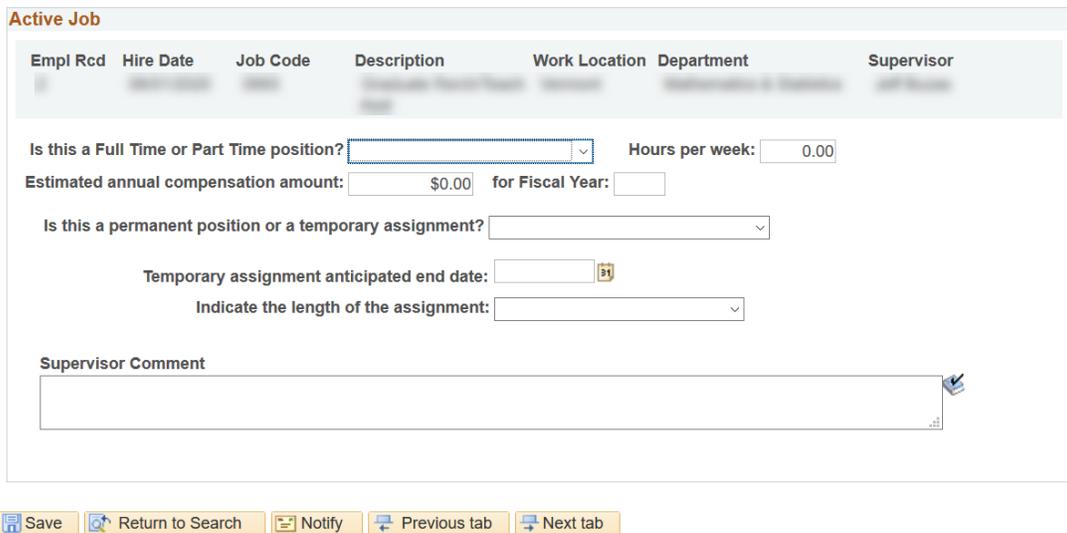
OOS Questionnaire ID	Empl ID	Form Date	Last Name	First Name	Living/Working Situation	Form Status	Approval Inbox
000000021	[redacted]	04/03/2020	[redacted]	[redacted]	Live Local	Denied	(blank)
000000028	[redacted]	04/03/2020	[redacted]	[redacted]	OutofState	Approved	(blank)

- Review information that was entered by the employee in the **Form Information** tab to ensure accuracy. Notify Payroll@uvm.edu if information entered by employee does not match the information you were given as their supervisor.



- After **Form Information** tab has been reviewed click **Supervisor Info** tab and complete with details about the employee's position. Use the **Supervisor Comments** section to relay any unique information Payroll Services.

NOTE: If this portion of the form is not complete you will receive an error message notifying you that you must complete the fields before you approve.



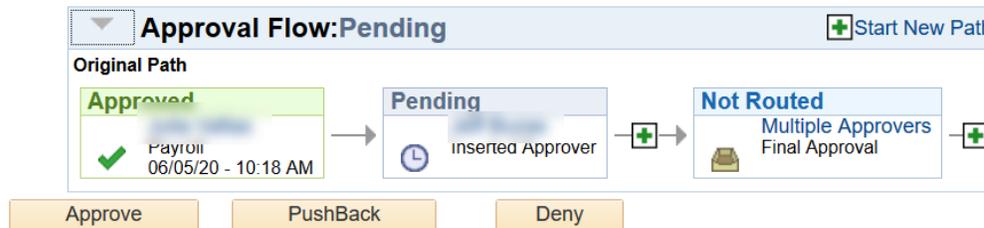
- Click **Save**.
- Navigate to **Approval** tab and click **Approve**. Form will then route to Payroll for final approval.

NOTE: If additional information is needed from a supervisor after the form has been approved and sent to Payroll, Payroll will **Push Back** the form and contact the supervisor to notify them of the information that is still needed.

Form Information	Supervisor Info	Approval	Attachments
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Employee: ██████████	Empl ID: ██████████
Last Update ██████████ 06/05/2020 3:00:00PM	Form ID: 0000000222
Form Status: Form Pending	Form Date: 06/04/2020

OOS Approval



Periodic Outreach

On a regular basis Payroll Services reviews the addresses of employees to ensure they are being appropriately taxed based upon their work location. In addition, we share this information with Risk Management to ensure our Worker’s Compensation policies align with where our employees are located. Outreach will occur twice a year and will require employees to complete the form with their work location(s), and will require supervisors to review and complete their portion of the electronic form, **regardless if there have been changes made to the employee’s living and/or working location**. In the meantime, if employees change their work home state location, Payroll Services must be notified via email Payroll@uvm.edu.

Frequently Asked Questions

Why do employees need to notify Payroll Services of their home and work location?

All employees living and/or working out of the state of Vermont must notify [Payroll Services](#) of their work location(s) for the purpose of compliance with State Payroll Income Tax Reporting, Unemployment Insurance, and Worker’s Compensation Insurance.

What if I am only working out of the State of Vermont for a short time?

Payroll Services must be notified of any out of state work locations regardless of duration of the assignment. Emailing Payroll@uvm.edu is the most efficient way to notify without completing the electronic e-OOS Form if it is potentially not needed.

What if I do not know the information needed in the Supervisor Information tab?

Once an e-OOS form has been routed to an approver, it must be approved in order to move it along the workflow. If you are unable to provide the information needed in the Supervisor Information tab please contact Payroll@uvm.edu promptly for instructions on how to proceed.

Resources/Help

Help

If you have questions about information in this user guide, please email Payroll@uvm.edu.

Resources

If you are living/working in New York State or Pennsylvania there are additional supporting tax documents that must be completed. Please see links below. Complete these forms in addition to the online Out-of-State Information Form, and [secure file transfer](#) them to Payroll@uvm.edu.

- New York State:
 - https://www.tax.ny.gov/pdf/current_forms/it/it2104_1_fill_in.pdf

- Pennsylvania State:
 - <https://dced.pa.gov/download/taxpayer-application-for-exemption-from-local-services-tax-1st/?wpdmdl=56757>
 - <https://dced.pa.gov/download/residency-certification-form-local-earned-income-tax-withholding-pdf/?wpdmdl=57773>