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

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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.


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
<table>
<thead>
<tr>
<th>Form #ID</th>
<th>Form Date</th>
<th>Living/Working Situation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Click the Begin New Form button
5. 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](image)

6. 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.
7. 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.

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.

8. 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.


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.
5. 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.

6. 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.

7. Click **Save**.

8. 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.
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](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-lst/?wpdmdl=56757](https://dced.pa.gov/download/taxpayer-application-for-exemption-from-local-services-tax-lst/?wpdmdl=56757)