

Out of State Employee Report

Departments must report non-Montana resident employees who will be working outside Montana for six months or more to Personnel and Payroll Services as soon as possible. This is required for adequate workers compensation coverage of the employee in case of injury, and compliance with state and federal statutes

Employee Name: _____

Employee ID: _____

Address of employee's work site out of state:

Street _____

City, State, Zip _____

Is this employee a resident of Montana State? _____

Is this employee a non-resident alien ? _____

Is this employee working out of state temporarily or permanently? _____

If temporarily out of state, how long? _____

Describe the nature of the work being done out of state

Additional Comments:

Send to Personnel and Payroll Services 19 Montanal Hall Box 172520
You may email maxt@montana.edu or contact your payroll tech