

Working Remotely within the State of Ohio

Employee Name:			Employee ID#	
Address where work will be performed:				
, taareee where werk will be performed.				
Is this address inside city limits?	Yes	No		
Percentage of time at this location:				
Beginning date of employment working remote	ely:			
For Monthly Employees only:				
Do you also perform work at another location	? Yes	No		
Address of other location:				
Is this address inside city limits?	s No			
Percentage of time at this location:				
Beginning date of working at this location				
Anticipated length of employment at this loca	tion:			
Supervisor/Manager/Administrator/Department	ntal HRP Signat	ure:		Date
For additional information contact the Payroll Tax Office at taxoffice@osu.edu. Email completed form to taxoffice@osu.edu. Email subject should be Working Remotely.				
Contact HR or Service Center to request the following changes: The job location code needs to be changed to the default code for the location where the employee is working. Code: Date				
Business address changed to location where employee is working (see above) Completed by: Date				
Payroll Tax Office Changes	ality of whom	ork io no-f	ormed Devicestos	nol and tay distributions
Tax Location Code changed to the taxing loc Tax Location code:	ality of where waxing Locality C	-	ormed. Review tax pai Initials:	nei and tax distribution: Date: