Working Remotely within the State of Ohio

Employee Name: Employee ID#

Address where work will be performed:

Is this address inside city limits? Yes No

Percentage of time at this location:

Beginning date of employment working remotely:

For Monthly Employees only:

Do you also perform work at another location? Yes No

Address of other location:

Is this address inside city limits? Yes No

Percentage of time at this location:

Beginning date of working at this location

Anticipated length of employment at this location:

Supervisor/Manager/Administrator/Departmental HRP Signature: 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: Completed by: Date
Business address changed to location where employee is working (see above)
Completed by: Date

Payroll Tax Office Changes
Tax Location Code changed to the taxing locality of where work is performed. Review tax panel and tax distribution:
Tax Location code: Taxing Locality Code: Initials: Date: