

International Engagement Request Form (Outside the U.S.)

Instructions: Departments seeking to engage an individual to perform services outside the U.S. for Temple University or to place a Temple University employee on an assignment outside the U.S. must complete this form and submit it to their Director of Finance & Administration in the Dean's Office and, where applicable, the Office of Research Administration for sponsored research projects to initiate the review process.

Each request will be evaluated by appropriate TU offices and personnel, including but not limited to HR Payroll Management, Office of University Counsel, and the Chief Financial Officer, where appropriate, to ensure compliance with applicable laws of the U.S. and the country where the international engagement will occur. Once a request is approved by those offices and personnel, they must receive final approval from the appropriate unit head, dean, or vice president of the department before extending an offer for the engagement. This is a fillable form; **please do not complete by hand.**

Date:	
Name of Requestor:	
Title of Requestor:	
School/College:	Department:
Phone Number:	Email Address:

WORKER INFORMATION

Title of Position for International Engagement:		
Engagement Begin Date:	End Date:	
Name of Individual for International Engagement:		
Current TU Employee:	Yes <input type="checkbox"/> No <input type="checkbox"/>	TUID (if applicable):
Current Home Street Address:		
City:	State:	Zip Code:
Country:		
Phone Number:	Email Address:	
Country or Countries of Citizenship:		
Requested Salary/Fee for Service:	Currency:	
International Assignment Location Address:		
City:	State / Province:	
Postal Code:	Country:	
Full-Time or Part-Time:		

ENGAGEMENT INFORMATION

1. Provide a description of the work to be performed (include a copy of the scope of work/agreement with the individual):

2. How was the individual selected? (e.g., current, or former employee, bid, referral, etc.) Include why it is necessary to hire an individual who will be working abroad rather than one who will perform the required services domestically:

3. Once the scope of work is determined, does TU have the right to further supervise or control how the worker must complete the work (other than general scope)? Yes No

If "yes," explain:

4. What types of reports are required from the individual, if any?

5. What specific training and/or instruction is the individual given by TU personnel?

6. At what location(s) does the individual perform services (ex. Country? Own campus/office, home, etc.)?
7. For approximately how long do you anticipate the individual will be performing the required services for Temple from a location outside of the U.S.?
8. List any meetings the individual is required to attend (project meetings, staff meetings, etc.). Indicate the frequency.
9. Will the individual be required to travel for work? Where to and for approximately how long?
10. Has the individual invested in facilities or equipment (computer, phone, etc.) to perform the services? Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Will TU provide equipment, office supplies, or other materials? Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Is the individual being considered uniquely qualified to perform the work? Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Does the individual perform similar services for other organizations/clients? Yes <input type="checkbox"/> No <input type="checkbox"/>
14. How will TU represent the individual to its stakeholders (employee, partner, contractor, faculty, affiliate, etc.)?

SUPERVISOR INFORMATION

Name of Person Supervising the International Engagement:	
Title of Person Supervising the International Engagement:	
TUID of Person Supervising the International Engagement:	
Phone Number:	Email Address:
Work Location:	

APPROVAL INFORMATION

Approver Name:	Approver Title:
Approver Phone Number:	Approver Email:

Approval Signature:
(AVP HR Payroll Mgt, Office Of University Counsel)

Tax Department Review

- Process to Pay via Accounts Payable
- Process to Pay as an Employee via International Payroll or Staffing Firm

Signature and Date: _____

Comments:

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