

Pittsburg State University

Work Location Form

Human Resource Services needs your input regarding which location you will use to perform your job duties. This information will be used to determine your proper tax withholding calculations, as mandated by the State of Kansas.

Please answer the following questions to assist us in this effort.

An annual survey will be emailed for updates on this information. If you have changes to your working location in between your hire and the annual survey, please contact Human Resource Services at payroll@pittstate.edu or 620-235-4191.

Name: _____ DOB: _____ Phone: _____

Email Address: _____ State of Residence: _____

Employment Category (select one):

- Faculty
- Staff
- Administration

Work Location (select one):

- I will be working 100% at my home address
- I will be working 100% at my work address (Pittsburg State University)
- I will have a hybrid work schedule splitting time at both work and home addresses

What percentage of time (1-99%) will you work at your *home address*? _____ %

What percentage of time (1-99%) will you work at the *PSU campus*? _____ %

Signature

Date