



Out of USA Work Location Checklist

The work location " Out of USA" may be used for either of the following:

foreign citizen outside of the USA and due:

- √ Compensation
- √ Trainee award

or for a US Citizen outside the USA and due:

- √ Compensation
- √ Trainee award

Please note the grid at the bottom of the form for job and element assistance
Include approved PSAF with the email or fax to Payroll Services

ACT Information

Document #: Employee Name:

Contact Information

Name: Email Address: Campus Phone#:

The purpose of this information is to determine the correct taxation, tax reporting, and composite fringe rates for these employees/trainees. Once completed, please return the spreadsheet to Payroll Services via fax (975-4739) or email at payhelp1@uab.edu. The answers you provide will be stored in the Oracle Administrative System.

1. Country of Work - country in which the employee/trainee is working/training

2. US Citizen - please select yes or no

YES NO

3. State of Residence - complete **only** if employee/trainee is a **US Citizen**.
If employee/trainee is not an Alabama resident, please provide documentation such as a driver license.

4. Foreign Citizen - please select yes or no

YES NO

5. Country of Citizenship - complete **only** if employee/trainee is a **Foreign Citizen**.
Country of residence may not be the same as the country in which the work/training is being performed.

| Foreign Citizen | | | |
|---|---------------------------------------|---------------------------|--------------------------------------|
| Type | Element | Title | Rate of Pay |
| Compensation | Foreign Sourced Work | Appropriate UAB Job Title | Either Non-Recurring or Valid Amount |
| Trainee | Trainee (1 T) | Appropriate UAB Job Title | Either Non-Recurring or Valid Amount |
| <i>May require dummy SSN which may be obtained from Payroll Services (FA-taxservices@uab.edu)</i> | | | |
| US Citizen | | | |
| Type | Element | Title | Rate of Pay |
| Compensation | Additional Duties, Supplemental, etc. | Appropriate UAB Job Title | Either Non-Recurring or Valid Amount |
| Trainee | Trainee (1 T) | Appropriate UAB Job Title | Either Non-Recurring or Valid Amount |