

Addendum 2

Postdoc Remote Work Location Information Form

The purpose of this form is to collect additional information for Postdoctoral Associates and Postdoctoral Scholars whose primary work locations are in states outside of Pennsylvania. It does not need to be completed for postdocs who work regularly in Pennsylvania and an alternate work location.

Postdoc Name: _____

Is the postdoc working from their home? _____ Yes _____ No

Is the postdoc working within the United States? _____ Yes _____ No

Remote worksites must be within the US to be approved for a postdoc appointment.

Address of Work Location:

Dates of assignment at the remote work location:

Start date: _____

End Date (if known): _____

Reappointments in same remote location

Will the employee work on campus at any time during this assignment? _____ Yes _____ No

If yes, what percentage of time will employee be on campus and what activities will they be participating in?

Additional comments such as nature of work: _____

Completed by: _____ Date: _____