

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Employing Faculty Residing Outside of the State of Texas**

**Regulation and Procedure Number: URP: 05.220**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

The purpose of this Policy is to establish guidelines for employing faculty who reside outside of the state of Texas.

## **APPLICABILITY**

This policy is applicable to TWU Faculty and Staff.

## **DEFINITIONS**

None

## **REGULATION AND PROCEDURE**

### **I. Policy**

TWU encourages the continued employment of faculty members who will reside in the state of Texas. However, with the increased number of on-line courses, it may be beneficial for TWU to hire faculty who reside in a state outside of Texas. To ensure compliance with the state withholding laws of the home state of the faculty member, TWU is required to register with the state prior to making the first payment to the employee. This policy does not apply to hiring faculty in a non-resident immigration status.

### **II. Procedure**

- A. To enable adequate time for TWU to register with another state, the Payroll Manager must be contacted as soon as possible by the hiring department but no later than the faculty member's first day of work.
- B. The following information must be included in the communication: Faculty name, address, date of hire, position, and department.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

None

## **FORMS AND TOOLS**

None

<p><b>Publication Date:</b></p> <p><b>Next Review:</b></p>
--