

Dear Colleagues,

Given the expansion of remote work during the COVID-19 pandemic we have had more and more situations where employees are not only working off campus, but also working from locations other than their permanent residential address that is on file with EMU. This poses a challenge because the University **and** the employee must ensure that appropriate payroll taxes and other related employment filings are properly reported and filed *in the state in which the employee is **primarily** working*. For example, if an employee has a Michigan address, but during the pandemic has been working remotely from a secondary residence in Ohio, it is necessary that the University be aware of this so that we can meet our obligations.

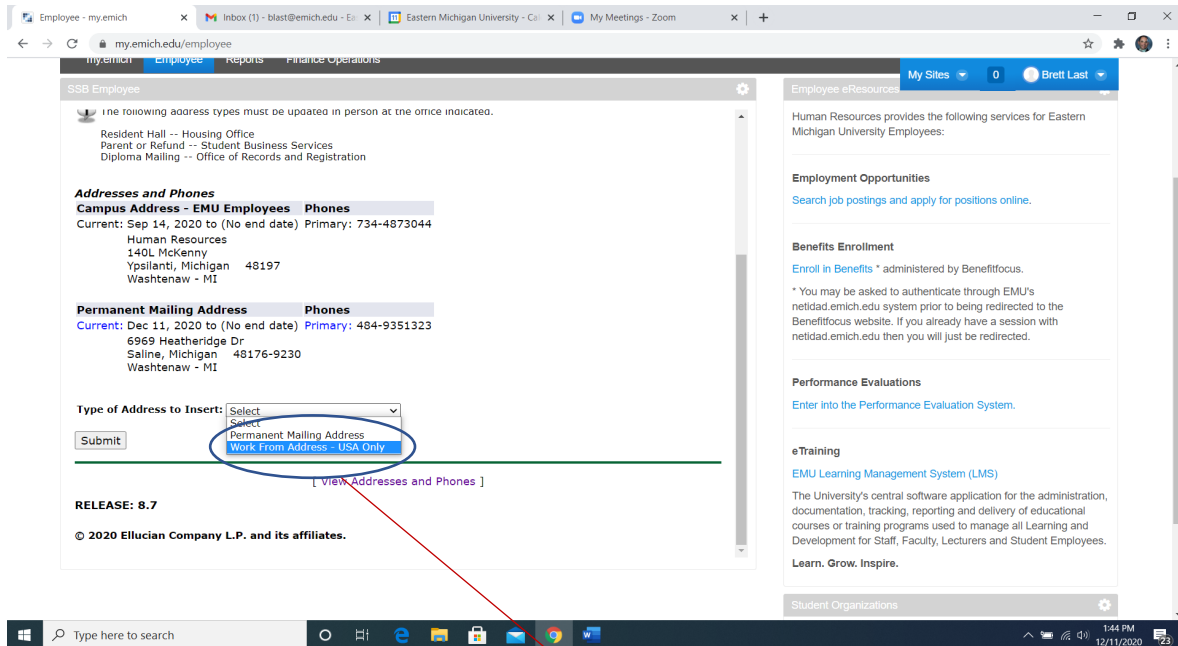
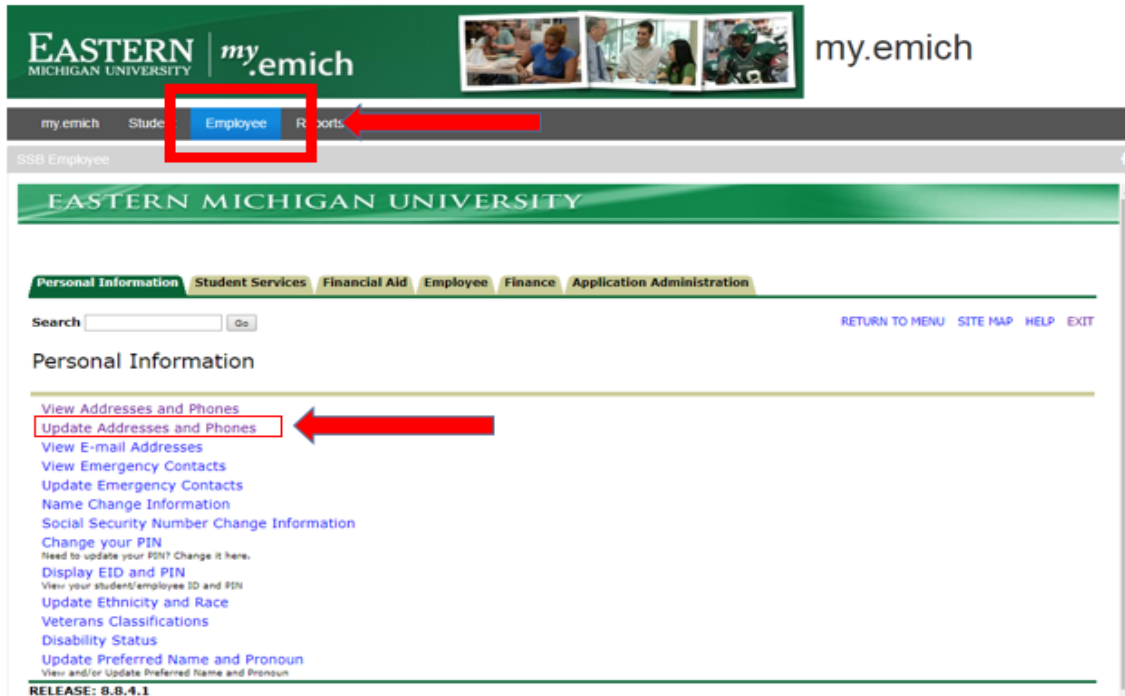
As a result, we have created a new option in Employee Self Service to help us address this issue. A new "Work From" address field has been added, and we ask employees who are working remotely to add this address ***if they are primarily working from an off campus address other than the employee's permanent mailing address***. For the purpose of this communication, "primarily" means that the employee is working from a location *other than* campus **or** their permanent residential address on file with the university, for more than 50% of the work week.

Please note that if you are working from outside of the United States, you must contact Human Resources directly to further discuss your situation.

Adding the "Work From" address is easy, and employees should follow these general instructions:

1. Go to my.emich
2. Select the "**Employee**" tab on the top ribbon
3. Then select the "**Personal Information**" tab towards the middle of the page
4. Click the link "**Update Addresses and Phones**"
5. At the bottom of the page, select the "**Work From Address-USA Only**" option from the "**Type of Address to Insert**" drop down menu. Click "Submit".
6. Fill out the new address information
7. Click "Submit" to save the update

The below screen shots further illustrate this process:



Select "Work from Address- USA Only"

Technical directions should be directed to the IT Helpdesk. General questions should be directed to Human Resources.