



## Request to Delay Relocation to Florida

This form should only be used for new hires who are in the United States but are unable to relocate to the State of Florida by their hire date but will relocate and reside in Florida **no later than 60 days after their hire date.**

### **Ineligible to Delay Relocation**

Individuals who are residing outside of the United States.

### **Complete the following information:**

- Employee Name
- Hire Date
- State of Residence
- Division/College
- Submitted By
- Contact Number

### **Supervisor Certification**

I understand that it is my responsibility to confirm that my employee has moved to Florida within 60 days of their hire date. I will notify my Human Resources Business Center if the employee does not relocate to Florida within 60 days of their hire date. I understand that if my employee does not relocate within 60 days, their employment with UCF will be terminated.

Supervisor Signature

Date

### **Approval Signatures**

When employees are allowed or assigned to work for UCF or any of UCF’s direct support organizations from a jurisdiction other than Florida, such as another state, the possibility exists that additional taxes, expenses, and liabilities may be incurred as a result of the work being performed in a different legal jurisdiction. These liabilities could include payroll taxes to the non-Florida jurisdiction, unemployment compensation or workers compensation obligations in the different jurisdiction, additional employee benefits or insurance requirements, registration fees, etc. The University is unable, without substantial additional research costs, to provide definitive predictions on these potentialities, as each non-Florida jurisdiction has different rules and different enforcement mechanisms.

By agreeing to the employment arrangement outside of Florida, I acknowledge that the employing department will be responsible for any and all additional taxes, expenses, or liabilities that might be charged to UCF as a result of such arrangement.

Department Chair/Director Signature

Date

Dean/Vice President Signature

Date

### **Submission of Signed Form**

Attach the form to the Candidate Record in Workday