

We are reaching out to provide a reminder that after approving a Working Remotely request for out-of-state work there may be important additional steps to take to ensure proper taxes are withheld from the employee's pay. The purpose of this communication is to outline the responsibilities of HR and Payroll in this process and to share resources to assist you.

Human Resources

Your role in determining if additional steps are needed is based on information you receive during the Workday agreement process. Refer to the sections below on Taxes and Paid Leave Oregon Place of Performance. When these steps are needed, verify the address is up to date on the employee's profile, and, follow the information and Knowledge Articles linked below.

Taxes: Full-time out-of-state workers will have taxes withheld to the state they reside in (unless they request differently); hybrid workers have a choice in which state they want to have taxes withheld to.

Paid Leave Oregon contributions: Contributions are based on the Paid Leave Oregon Place of Performance rule. If not done correctly the employee may not get their Paid Leave Oregon benefits or, for those who work from Washington, their WaPFL and WaCares benefits (whichever is applicable).

Resources:

Place of Performance:

- [WA-OR-Place-of-Performance-Letter-October-2022.pdf \(d1o0i0v5q5lp8h.cloudfront.net\)](https://www.oregon.gov/das/HR/Documents/Paid-Leave-CHRO-Oregon-Place-of-Performance-Examples.pdf)
- <https://www.oregon.gov/das/HR/Documents/Paid-Leave-CHRO-Oregon-Place-of-Performance-Examples.pdf>
- <https://www.oregon.gov/das/HR/Documents/Paid-Leave-CHRO-Oregon-Out-of-State-Remote-Workers-Contributions.pdf>

Knowledge Articles:

- [Working Remotely Out-of-State, HR Partner tasks](#)
- [Working Remotely Out-of-State, HR Partner Create Case](#)

Payroll

Your role is to make the appropriate payroll/tax-related entries in Workday.

Resources:

DAS – Adding a Tax Exemption

[https://wd5.myworkday.com/oregon/email-universal/inst/17816\\$9279/rel-task/2998\\$29489.html](https://wd5.myworkday.com/oregon/email-universal/inst/17816$9279/rel-task/2998$29489.html)

DAS – How to Add Paid Leave Oregon Taxes for Out-of-State Workers

[https://wd5.myworkday.com/oregon/email-universal/inst/17816\\$9339/rel-task/2998\\$29489.html](https://wd5.myworkday.com/oregon/email-universal/inst/17816$9339/rel-task/2998$29489.html)