

How to Secure Out of State Coverage

In order for Risk Management to properly secure out of state coverage for your employee the following information **must** be provided to Risk Management as soon as you are aware that an employee will be working out of state for more than 30 days.

- Full name of the employee
- Physical address of the employee's home office
- Physical address of out of state place of employment if not working from home office
- The type of building where the employee's office will be located including number of stories for each building occupied by the employee. If the employee is working out of his home or apartment, the type of building-dwelling, apartment, office building, college or school, etc will need to be reported.
- A brief job description for that employee's position.
- The projected gross annual payroll by job description. (If you have an employee that makes \$50,000 annually but of that amount, only \$10,000 applies to his work in another state, only report the \$10,000 projected payroll for that particular state.)
- Do not report payroll which an employee earned while working out of state for more than 30 days to Workforce Safety and Insurance (WSI). Only report the wages earned while working in North Dakota to WSI.