

Teleworking from Abroad



UNC Research

This guide provides information on how **international telework arrangements** interact with your **UNC work**. Faculty and staff must submit a telework request form and wait for the review process to complete before starting any international telework arrangement, even if it only involves minor activities such as checking your UNC email.

Are you planning to conduct research abroad, but you are not a paid UNC employee?

Contact exportcontrol@unc.edu for guidance.

What is the Telework Request form?

Foreign and domestic regulations can impact your taxes, benefits, visa sponsorship, and scope of research.

The purpose of the [telework request form](#) is to gather this logistical information from University specialists for your departmental Human Resources (HR) officer. This allows your HR officer to review your telework request and provide you with resources.

Who manages your Telework Request form?

HR directs telework requests to the several offices who support the logistics of global collaboration. These offices compose the Global Working Group (GWG).

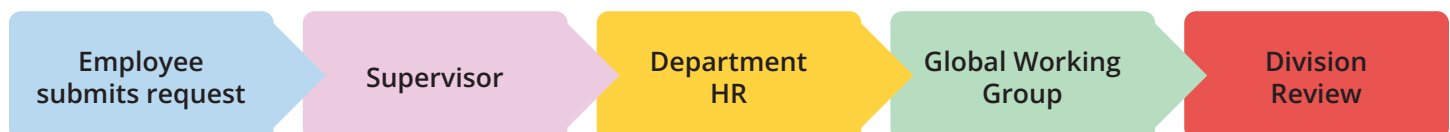
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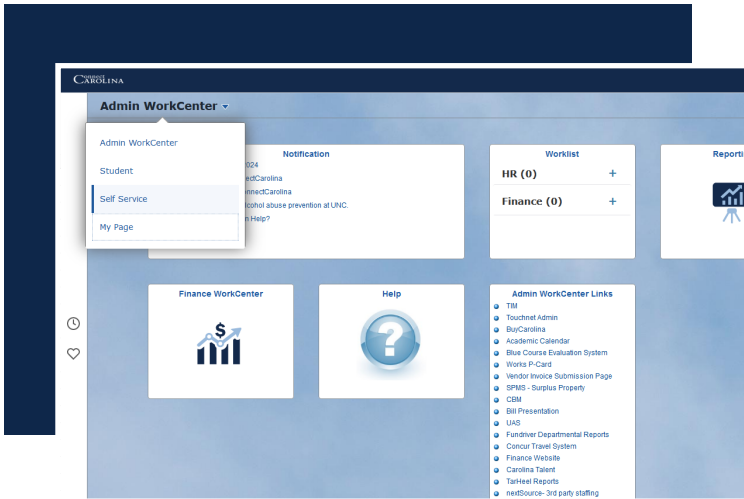
- Payroll
- Benefits
- Office of University Counsel
- International Scholar and Student Services
- Global Affairs
- Export Compliance and Research Security

Contact your direct HR representative for a status update on your telework request.

Telework Review Chain:

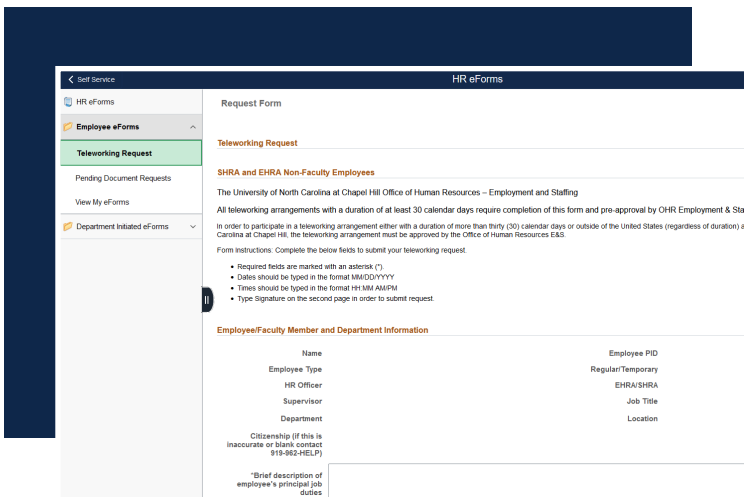
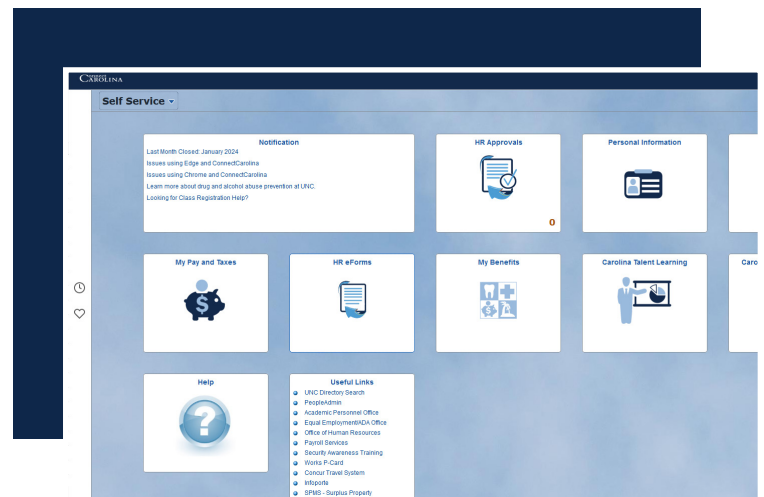
Your supervisor and department must approve your request before it is routed to the Global Working Group.





1. Log into Connect Carolina and select "Self-Service" from the

"My Page" navi-



gation.

How does research support your telework abroad?

Export Compliance Office provide compliance services for your international research.

The Export Compliance Office (ECO) reviews your international telework arrangement for:	The ECO provides:
<ul style="list-style-type: none">• Scope of work• UNC-owned physical items, information, and software taken abroad• UNC information accessed from abroad• Foreign location you wish to telework from• International organizations and collaborators involved	<ul style="list-style-type: none">• Required export documentation• Guidance on:<ul style="list-style-type: none">• Federal export regulations• Federal research security mandates• Sponsor funding requirements• Activity modifications• Security protections for data and devices

Are you travelling UNC-owned research equipment? You may need an **export license** or an **Electronic Export Information (EEI) filing** for that item. Failure to file an EEI may result in significant fines and penalties from the U.S. Government.
