



Employment Abroad Updates

March 25, 2025

By the Numbers: Temporary Employment Abroad

In calendar year 2024, **852** Penn employees worked **temporarily** outside the U.S. for **30+ days** in **69** different countries.

Top 10 Countries	# Employees
United Kingdom	122
Canada	79
Italy	73
France	73
Germany	69
Spain	55
India	40
China	37
Japan	32
Australia	30

By the Numbers: Full Time Employment Abroad

In calendar year 2024, **32** employees worked **100%** outside the U.S. in **13** countries.

- 5 Botswana-UPenn Partnership (BUP) expats
- 3 Penn Medicine London (PML)
- 3 Penn Wharton China Center (PWCC)
- 21 third party PEO

Country	# Employees
Albania	1
Australia	2
Botswana	5
Canada	2
China	4
Germany	1
India	2
Portugal	1
New Zealand	1
Spain	2
South Africa	1
Switzerland	2
United Kingdom	8

External Review of Employment Abroad

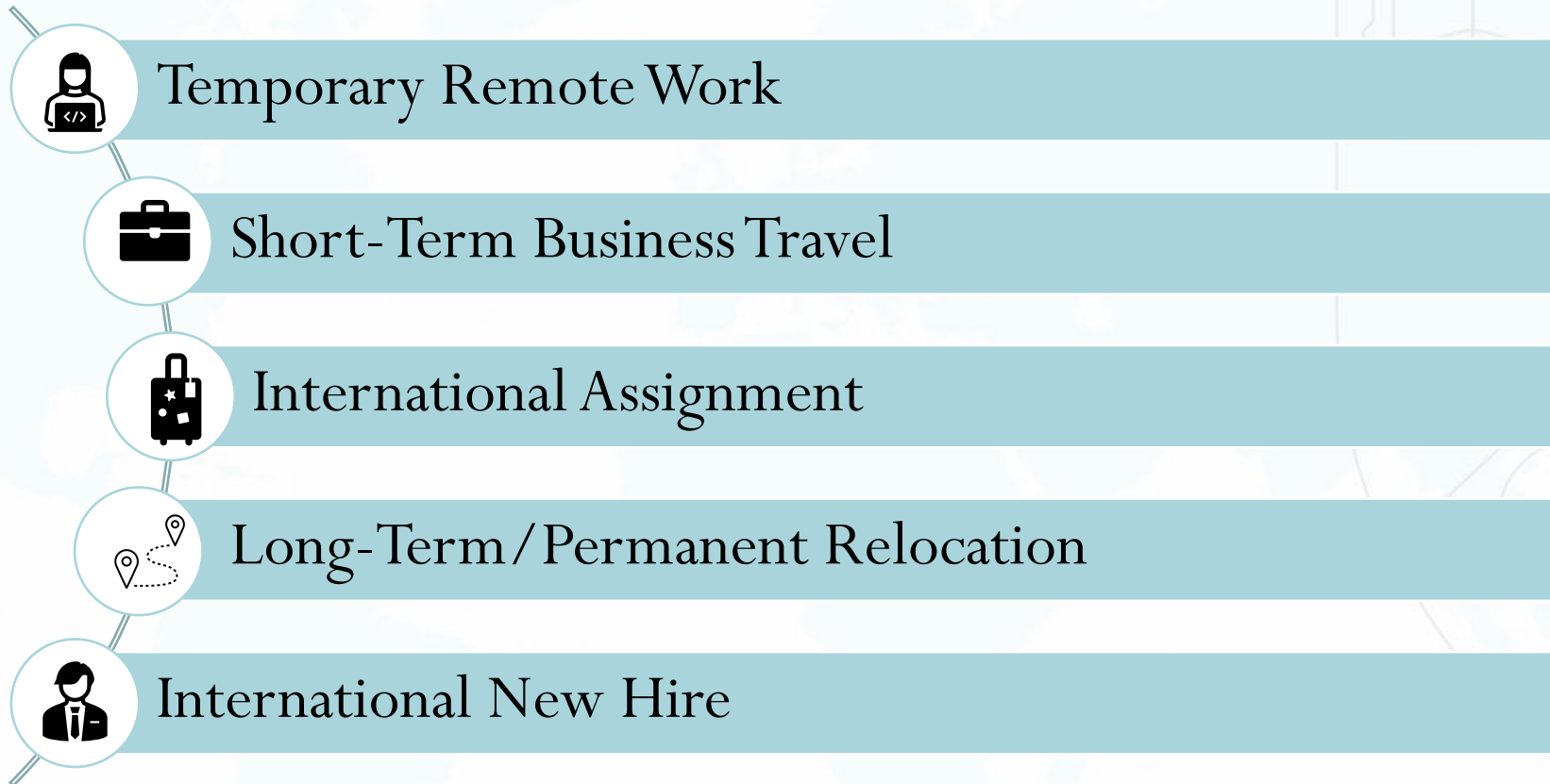
In spring/summer 2024, GSS contracted with KPMG to complete an assessment of our current employment abroad guidance and procedures, gain expert validation of our risk assessment processes, and determine appropriate guardrails and process enhancements to improve data and reporting capabilities, consistency of guidance, customer experience, and compliance.

Challenge (pre-2024)	Outcome (present)
Significant back and forth required to gather necessary information	Creation of an intake form in Smartsheet
Lack of defined timeline to submit inquiries led to late requests and reduced opportunity for support	Clearly defined timeline for submitting requests and receiving support (4+ weeks prior to start date)
Case-by-case review may have resulted in lack of clarity and/or inconsistencies	Defined work abroad types with clear, consistent guardrails for each employment abroad scenario
Individualized communications may not have included all relevant parties	Inclusion of supervisor, HR contact, and Finance contact on all communications
Difficulty tracking and monitoring individual engagements	Use of Smartsheet to track, monitor, and report on all requests and employment abroad activities

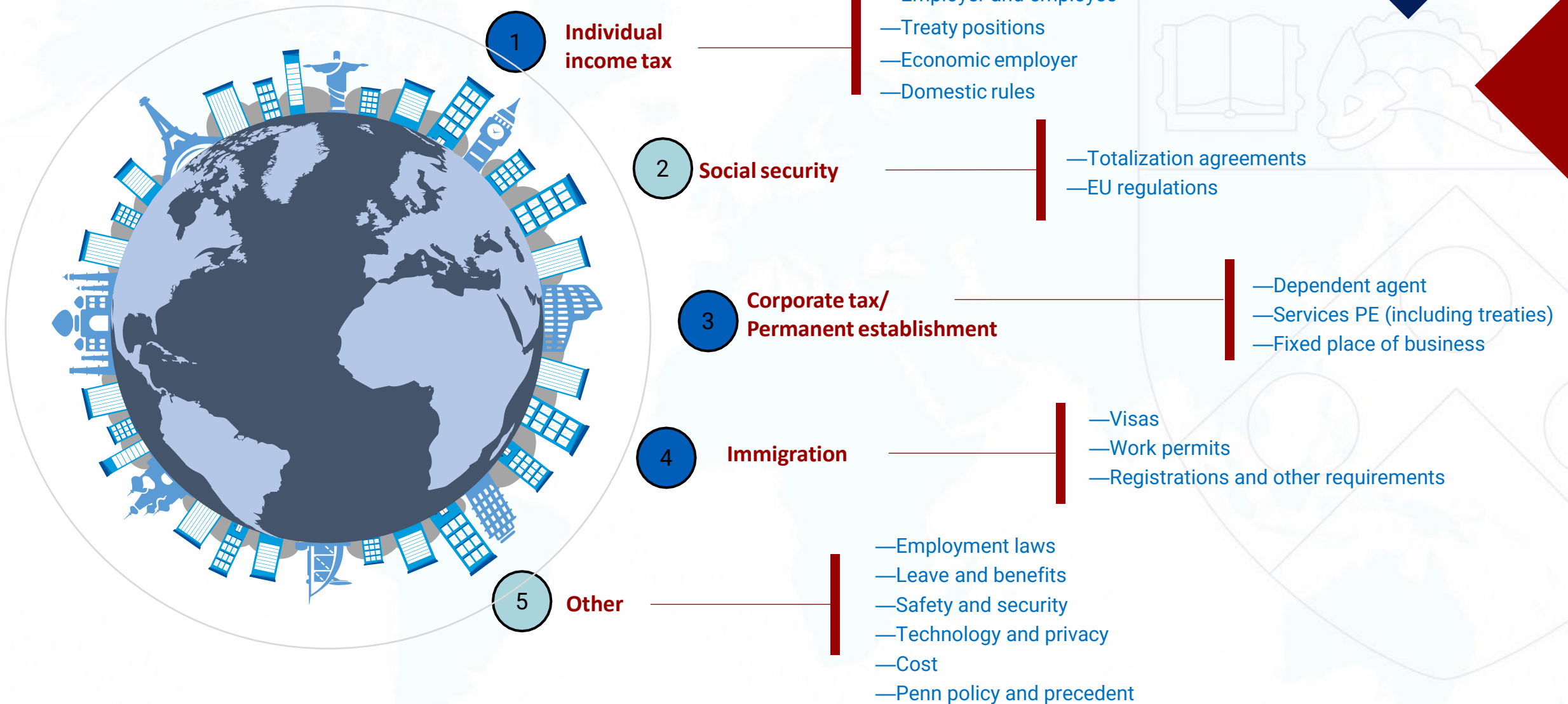
Penn's Employment Abroad Policy

- Per Penn's [Flexible, Hybrid, and Remote Work Policy](#), all Penn employees must work primarily within the U.S.
- Effective Fall 2024, Penn's [Working Abroad Policy](#) states that any employee who will work outside the U.S. for a period of **30 days** or more must seek prior approval from Global Support Services.
 - Considers all consecutive days physically present in a non-U.S. country.
 - Policy applies to all faculty, staff, and postdocs.

Types of Employment Abroad



Compliance Considerations



Work Abroad Request Process

- Obtain departmental buy-in (direct supervisor, HR lead, Finance lead).
- Gather all required information, including work location, start/end dates, purpose of work abroad, citizenship, work authorization status, and prior travel to work location.
- Submit an [Employment Abroad Request](#) at least 4 weeks prior to the work abroad start date
- GSS will conduct a detailed review and risk assessment and respond within one week.
- As needed and on request, GSS will meet with the requesting department to discuss the request, circumstances, and available options.

Potential outcomes of an employment abroad request:

1. Approval or conditional approval
2. EOR referral and support (PEO or local partner)
3. Not approved (requires escalation to proceed)



Helpful Links

- Hiring & Employment Abroad information and policy: <https://global.upenn.edu/gss/working-abroad/hiring-and-employment-abroad/>
- Employment Abroad Request form submission: <https://global.upenn.edu/gss/working-abroad/hiring-and-employment-abroad/employment-abroad-requests/#employment-abroad-request-form>
- Third-Party Employment Abroad information: <https://global.upenn.edu/gss/working-abroad/hiring-and-employment-abroad/third-party-employment-abroad/>
- Payments to Students Abroad: <https://global.upenn.edu/gss/working-abroad/students-working-abroad/>
- Employment Abroad FAQ's: <https://global.upenn.edu/gss/working-abroad/frequently-asked-questions/>
- Penn's Flexible, Hybrid, and Remote Work policy: <https://www.hr.upenn.edu/PennHR/wellness-worklife/flexible-hybrid-remote-work>

Questions?

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