

GW BENEFITS & PAYROLL SERVICES

Work Location Instructions

To ensure that you are eligible for applicable benefits in the state where you work and assist with required year-end wage-reporting (W-2), please review and confirm/update your W-4 and work location addresses in [GWeb](#).

Teleworking

Employees who are teleworking may need to update their work location. For example, if you are currently working at home more than 50% of the time, your **Work Location** address should reflect your home address. You will need to select **Update Address** if the **Work Location Address** displayed in GWeb is not your teleworking address. **Please note:** Your work location address will not be viewable in the Directory.

We Are Here to Help!

If you have any questions or need further assistance, please contact Benefits at benefits@gwu.edu or (571) 553-8382.

1) To begin, log in to [GWeb](#). From the home screen select the **“Personal Information Menu”** header to review and/or update your W4 and/or Work Location address(es).

The screenshot shows the GWeb Information System interface. At the top left is the logo for The George Washington University, Washington, DC. The main header reads "GWeb INFORMATION SYSTEM". Below this is a navigation bar with several menu items: "Student Records & Registration Menu", "Personal Information Menu", "Employee Information Menu", "GW Alert Login Portal", and "Document Submission". A search bar is located below the navigation bar. The main content area is titled "Main Menu" and contains three primary menu categories, each with a list of sub-options:

- Student Records and Registration**
 - Registration Menu
 - Student Records Information Menu
 - Student Accounts Menu
 - Admissions
 - Veteran Menu
- Employee Information Menu**
 - Retirement Benefits
 - Benefits and Deductions
 - Pay Information
 - Tax Forms
 - Current and Past Jobs
 - TaskStream
 - Conflict of Interest Reporting
- Personal Information Menu** (highlighted in yellow)
 - On-Site/Off-Site Status
 - View Addresses and Phones
 - Update Addresses and Phones
 - View Emergency Contacts
 - Update Emergency Contacts
 - View E-mail Address(es)
 - Update E-mail Address(es)
 - Change PIN

A blue callout box with the text "Select Personal Information Menu To Get Started" has an arrow pointing to the "Personal Information Menu" header.



2) Select **Update Address(es) and Phone(s)**

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC **GWeb** INFORMATION SYSTEM

Student Records & Registration Menu **Personal Information Menu** Employee Information Menu GW Alert Login Portal Document Submission

Search Go

Personal Information

- On-Site/Off-Site Status
- Change PIN
- Change Security Question
- Update Address(es) and Phone(s)**
- View E-mail Address(es)
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergency Contacts
- Answer a Survey
- Veterans Classifications
- Disability Status

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3) Click on **“Current”** under the address you wish to update and make your changes.

Update Addresses and Phones - Select Type

Your active addresses are displayed in order by address type. Click the "Current" link next to the address to update an address. If the link is not active, you may not update the address online. To add a new address, select the address at the bottom of the screen and then click "Insert." Click the HELP link above for more information.

Work Location: Address of where you work more than 50% of the time. *Detailed instructions. Special Note for Teleworkers: Your work location should reflect your physical work location (i.e. not where your department resides or your local address during the academic year if you do not live in a residence hall. For international students this should be your address in the U.S.*

Current: Your local address during the academic year if you do not live in a residence hall. For international students this should be your address in the U.S.

Housing: Your residence hall address.

Permanent: Address for general information mailings, Bills, grades, and diplomas will also go here unless you specify other addresses for them. For international students this should be your address outside of the U.S.

Billing: Address you want bills sent to (if different from Permanent address).

Campus Office: Your on-campus office address.

Check & W4: This address appears on your paycheck and is where your Form W2 is mailed. It is used for all official benefit and retirement communication. To change your address, enter an end date for the address on file and in *you are moving to a different state, don't forget to also change your state withholding.*

Diploma: Address you want your diploma sent to.

Grading: Address you want your grades sent to (if different from Permanent address).

Refund: Address you want refunds sent to (if different from Current address).

Addresses and Phones	Phones
Current Current:	Primary: None Provided
Permanent Current:	Primary: None Provided
Campus Office Current: 10/01/18 to (No end date) 45155 Research Place Suite 160 Ashburn, Virginia 20147 Loudoun United States of America	Primary: 571-5530158
Check & W4 Address Current:	Primary: 703-7275358
Work Location Current:	Primary: 571-5530158



To update your addresses, enter information in text boxes. Pay special attention to:

- Leave the Nation field blank “Not Applicable” for U.S. addresses.
- Use today’s date in the “valid” from field. Leave the “until this date” field blank.
- After entering the address information, select Submit.

Update Address(es) and Phone(s)

To add or change your address you must enter at least an Address Line 1, City, State and Zip Code. Foreign addresses require at least Address Line 1, City and Country. A primary phone number for the address is optional. Additional phones associated with the address must be entered in the Additional Phones area.

Please do not enter a Nation for addresses within the United States.

W4 addresses are now being verified against the US Postal Service (USPS) database. This verification will be applied when any data on this page (including phone numbers) is modified or added. The database may not recognize suite numbers for some campus addresses. This will be addressed in future system updates. For Campus Office - Address Line 1 should reflect the name of your department, Address Line 2 the street number, street name and office/suite of your work location if allowed by the address verification software. Do not enter Address Line 3. A Campus office phone number should be entered.

For International Student Employer Address: Address Line 1 = Name of the Employer. Address Line 2 = Division, department or office name. Address Line 3 = Street number, street name and office/suite number of your location. Phone Number = Optional.

Work Location
 Valid From This Date:MM/DD/YYYY **Please enter today’s date in the “Valid” From field. Please leave the “Until this Date” field blank.**
 Until This Date:MM/DD/YYYY
 Address Line 1:
 Address Line 2:
 Address Line 3:
 City: Aldie
 State or Province: Virginia
 ZIP or Postal Code: 20105
 County: Loudoun
 Nation: Not Applicable **Please do not enter information in the Nation field for U.S. addresses.**
 Delete this Address:
 Primary Phone Number For This Address:
 Area Code 571 Phone Number 5530158 Extension OR International Access Code and Phone Number Unlisted
 Phone Type Area Code Phone Number Ext. International Access Code and Phone Number Unlisted Delete
 Select Select Select Select Select
 Submit Reset
 Select a Different Address to Update
 RELEASE: 8.7

6) To confirm addresses were updated, select the “View Address(es) and Phone(s)” in the Personal Information Menu. If an address needs updating, follow the directions at step #3. If the addresses are updated, you have completed your updates.

THE GEORGE WASHINGTON UNIVERSITY INFORMATION SYSTEM

Student Records & Registration Menu **Personal Information Menu** Employee Information Menu GW Alert Login Portal Document Submission

Search RETURN TO MENU SITE MAP HELP EXIT

Personal Information

- Off-Site Status
- Change PIN
- View Address(es) and Phone(s)**
- View E-mail Address
- Update E-mail Address(es)
- View Emergency Contacts
- Update Emergenc
- Answer a Survey
- Veterans Classifications
- Disability Status

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