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 before December 21, 2020.

Teleworking Due to the COVID-19 Pandemic

Employees who are teleworking due to the pandemic may need to update their work location. For example, if you are currently working at home over 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) Select “Employee Information Menu” tab or header to review and/or update your W4 and/or Work Location address(es).
2) After selecting **Employee Information Menu**, you will see a message asking to confirm your W4 and Work Location addresses. Please review the addresses and select whether you would like to confirm or update addresses. **Please note:** If your work location address is blank, you will need to select “update address.”

3) To update one or both of the addresses, select “**Update Address**” and follow the instructions below. If your state of residence has changed, please review and, if necessary, update your **state tax withholding**.
4) After selecting “Update Addresses,” click on “Current” under the address you wish to update. A new browser tab will open, allowing for you to make changes.

5) After selecting “Current,” you will have the opportunity to update your addresses. After entering the address information, select Submit.
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 above beginning with step #3. If the addresses are updated, you have completed your updates.