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

3) Click on **Current** under the address you wish to update. A new browser tab will open, allowing for you to make changes.
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.

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.