GW values the time and talent you invest at the university, and we also recognize the importance of taking care of you, our faculty and staff.

Welcome to the Benefits and Payroll Webinar for New Employees

(Please Mute Your Phone)
GW Benefits and Payroll Webinar for New Employees

If you have questions throughout the presentation, please send them using the WebEx Chat feature, located on the upper right-hand corner of your screen.

• Send all questions to Moderator.
• You may select Moderator from the Send to: dropdown menu.
The George Washington University

BENEFITS & PERKS
Where to Find Benefits Information

**GW Benefits Website**
hr.gwu.edu/benefits

**Benefits Guide**
Found on the Benefits Enrollment and Changes webpage
Where to Find Benefits Information (Cont’d.)

Twitter
twitter.com/gw_benefits

GWell
blogs.gwu.edu/gwbenefits

Monthly GWell Email Newsletter
ENROLLMENT DEADLINES & ELIGIBILITY
New Hire Enrollment

Benefits-eligible employees enroll in benefits at go.gwu.edu/easyenroll:

- Medical insurance
- Dental insurance
- Vision insurance
- Legal insurance
- Basic Life/AD&D insurance
- Optional Life/AD&D insurance
- Short-Term Disability
- Long-Term Disability (FT employees only)
- Flexible Spending Accounts
- Health Savings Account

Note: Once enrolled, you may only make changes to these benefit elections during the annual Open Enrollment period, or if you experience a Qualified Life Event.
Easy Enroll

go.gwu.edu/easyenroll

• **Complete enrollment via** Easy Enroll and submit supporting documents within 30 calendar days from date of hire.

• **Most benefits effective** on the first day of the month following your date of hire.

• If you are hired on the **first day of the month**, your benefits begin on your hire date.

• Enter EasyEnroll **as often as you like** during your 30 day “New Employee Period.”

• **Note:** Once enrolled, you may only make changes to these benefit elections during the annual Open Enrollment period, or if you experience a Qualified Life Event.
Enrollment Deadlines

### New Hire Enrollment

You have **30 calendar days** from your date of hire to enroll in benefits.*

During your new hire enrollment period (30 calendar days from date of hire), you may access the benefits enrollment system, EasyEnroll, as often as you like. The elections on file as of the enrollment deadline will be your final coverage for the year.

*You may enroll in a retirement savings plan at any time during the year.

### Qualified Life Event (QLE)

You have **30 calendar days** to change your benefit elections due to:
- Marriage
- Death of spouse/domestic partner or dependent child
- Dependent becomes eligible/ineligible for coverage
- Gain or loss of coverage elsewhere
- Start or end of a Qualified Domestic Partnership

You have **60 calendar days** to change your benefit elections due to:
- Birth or adoption of a child
- Divorce
- Change in eligibility for Medicaid/CHIP

### Annual Open Enrollment

The annual Open Enrollment period takes place each fall, and is an opportunity for you to change your benefit elections or enroll in new benefits.

Most changes made during Open Enrollment are effective on January 1 of the following year.

Learn more at benefits.gwu.edu/new-employees

Learn more at benefits.gwu.edu/qualified-life-events

Learn more at benefits.gwu.edu/annual-open-enrollment

Enroll via EasyEnroll at go.gwu.edu/easyenroll
Dependent Eligibility

Eligible dependents include:

• Spouse
• Domestic partner*
• Children

• Under IRS regulations, the value of your domestic partner’s coverage is considered taxable income to you, resulting in additional income tax withholding. This additional taxable income is called “imputed income.”

• Don’t forget! Dependent documentation must be submitted within 30 calendar days from date of hire.

• Note: For domestic partner coverage, you must submit a “Declaration of Domestic Partnership” form, verifying eligibility of your domestic partner. This form is available on the GW Benefits website under “About Us”, then “Benefits Forms”.

A child includes a biological child, stepchild, child placed with you for adoption, legally adopted child, the biological or adopted child of your covered Partner and a child for whom you are the legal guardian. Note: In the case of legal guardianship, there may be restrictions on the types of coverage available for the child.
Free Benefits

GW employees receive the following benefits at no cost:

• 4% base retirement contribution after two years of service*
• Group Life Insurance equal to 1x your annual salary, up to a maximum of $500k
• Group Accidental Death and Dismemberment (AD&D) equal to 1x your annual salary, up to a maximum of $500k
• Long-Term Disability (LTD) coverage equal to 60% of monthly salary, up to a monthly maximum of $10k, after one year of service.**
• Health Advocate
• Wellbeing Hotline (Employee Assistance Program)
• Castlight

* The two year service requirement may be fulfilled by prior service at another educational organization. Requires completion of 401(a) Prior Employment Verification form.
** You may be able to have the one year waiting period waived if you have prior coverage within 12 months preceding your employment with the university. Requires completion of LTD Prior Coverage Verification form.
ANNUAL TIME, SICK TIME AND HOLIDAYS
Annual and Sick Time

- Full and part-time benefits-eligible staff accrue annual and sick time
- Medical residents - refer to the Resident Manual.
- Faculty - contact the faculty personnel office for additional paid time off options.

**Annual Time**

Benefits-eligible staff accrue annual time based upon their years of benefits-eligible service. Part-time benefits-eligible employees accrual rate is also based on percentage of effort when calculating annual time.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Months of Service</th>
<th>Annual Days Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 2</td>
<td>0 – 24</td>
<td>15</td>
</tr>
<tr>
<td>3 – 4</td>
<td>25 – 48</td>
<td>18</td>
</tr>
<tr>
<td>5 – 15</td>
<td>49 – 180</td>
<td>21</td>
</tr>
<tr>
<td>15 +</td>
<td>180 +</td>
<td>24</td>
</tr>
</tbody>
</table>

One day = eight hours

**Sick Time**

**One day = eight hours**

Used for absences due to illness, medical treatment or care of a family member.

- Full-time benefits-eligible staff accrue sick time at a rate of one (1) day per month. One day equals eight (8) hours when accruing paid time off.
- Part-time benefits-eligible staff accrue sick time at a rate of one (1) day per month multiplied by the employee’s percentage of effort.

Employees may carry over sick time each year up to 180 days.

In accordance with the DC Sick and Safe Leave Act, sick time may also be used in the event that an employee or an employee’s family member is the victim of stalking, domestic violence or sexual abuse, and the abuse is directly related to seeking medical, social or legal services pertaining to the violent or abusive conduct.

Credited on the last working day of the month.
## Time Off Tools and Resources

- Visit hr.gwu.edu/paid-time
- Time Off and Leave Guide
- Access to the Time Reporting System (TRS)
- Time Off Training Resources

### Paid Time Off

Your time away from work is supported by a variety of paid time off programs outlined in the Time Off and Leave Guide, including:

- Annual Time
- Sick Time
- Paid Parental Leave
- Bereavement
- Jury and Witness Duty
- University Holidays (PDF): The university observes several holidays throughout the year, including Winter Break. Please review the holiday schedule for further details.
- Voting

*The Leave to Vote Amendment Act of 2020, which took effect on October 1, 2020, gives all District employees the right to at least two hours of paid leave off to vote.*

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### Information regarding Weather Flex and University Closing Leave

In the event that the university announces an "Open with Weather Flex" operating status or a university closure, any submitted and approved time off requests (e.g., annual time, sick time, bereavement, jury duty, etc.) will take precedence. The approved hours in Kronos (or other approved departmental time off tracking system) will be deducted from the employee’s respective paid time off balance and should not be changed to Weather Flex (WFX) or University Closing Leave (UCL).
# Paid Holidays

<table>
<thead>
<tr>
<th>13 Paid Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>Third Monday in January</td>
</tr>
<tr>
<td>President’s Day</td>
</tr>
<tr>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Memorial Day</td>
</tr>
<tr>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
</tr>
<tr>
<td>Friday, July 3 (observed holiday)</td>
</tr>
<tr>
<td>Labor Day</td>
</tr>
<tr>
<td>First Monday in September</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Thanksgiving Day and day after Thanksgiving</td>
</tr>
<tr>
<td>Winter Break</td>
</tr>
<tr>
<td>Four consecutive weekdays inclusive of Dec. 25, and two consecutive days inclusive of New Year’s Day (i.e. Friday, Dec 24, 2021 – Jan. 1, 2022)</td>
</tr>
</tbody>
</table>

hr.gwu.edu/paid-time
403(b) Retirement Plan

Eligibility
Immediately eligible

Providers
TIAA
Fidelity

Contribution Options
Pre-tax
Post-tax (Roth)
Combination

Enroll!
You can enroll in the 403(b) plan anytime at www.netbenefits.com/GW.
401(a) Retirement Plan with GW Contribution

**Eligibility**

You are automatically enrolled after two years of service at GW.*

You may waive some or all of the service requirement if you have prior service at another education institution. Please see the next slide for details.

**GW’s Base Contribution**

4% of your eligible compensation

**EXTRA! GW’s Matching Contribution**

If you also contribute to the 403(b) Retirement Plan, GW will match 150% of the first 4% of your annual benefits eligible salary that you contribute to the 403(b) plan (up to 6% of your salary contributed).
401(a) Retirement Plan – Prior Service Verification

Eligibility

The 2 year service requirement to participate in the 401(a) retirement plan may be satisfied in part or in whole by prior service at another educational organization. Service at a college or university located outside of the U.S. with accreditation (or similar designation) may also be submitted for review and verification.

Defining 1 Year of Creditable Service

One year of creditable service is a 12-consecutive month period during which you were credited with at least 1,000 hours of service. Credit is only granted for full years of service.

Submitting Forms

- Visit hr.gwu.edu/annual-reports-and-forms
- Complete page 1 of the form
- Submit the form to your former employer to complete page 2.
- Submit the completed form to GW Benefits

When Am I Eligible?

- Once credited with 2 years of service, you will be eligible on the first of the month following receipt of your form in good order.
- If credited with 1 year of prior service, you will be eligible on the first of the month following your one-year anniversary with GW.
Putting It All Together

Free money!
Once you are eligible for the 401(a), GW’s base and matching contributions combine with your 403(b) deferrals to increase your retirement savings.

<table>
<thead>
<tr>
<th>GW Base Plan Contribution</th>
<th>Your Plan Contribution</th>
<th>GW Match</th>
<th>Total Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>4%</td>
<td>0%</td>
<td>0%</td>
<td>4%</td>
</tr>
<tr>
<td>4%</td>
<td>2%</td>
<td>3%</td>
<td>9%</td>
</tr>
<tr>
<td>4%</td>
<td>4%</td>
<td>6%</td>
<td>14%</td>
</tr>
<tr>
<td>4%</td>
<td>10%</td>
<td>6%</td>
<td>20%</td>
</tr>
</tbody>
</table>

Know the limit.
Your contribution is subject to the annual IRS limit (for 2022, the individual maximum is $20,500). Be sure to understand the annual limit and take into account any retirement plan contributions you have already made for the year (including any other contributions you made to another employer’s retirement plan).

If you would like to contribute the maximum allowed, calculate your contributions using this equation:

\[
\text{Annual IRS limit} \div \# \text{ of paychecks remaining for the year} - \text{Any retirement plan contribution you have already made in the current year}
\]
Start Saving Today

Ready to Enroll?
Visit www.netbenefits.com/GW to get started.

Need help? 24-hour service is available:
Fidelity: (800) 343-0860
TIAA: (800) 842-2776

Prefer to meet in-person?
Schedule a one-on-one appointment with a Fidelity or TIAA representative at hr.gwu.edu/retirement-counseling.
MEDICAL PLANS
## Medical Plans for 2022

**Provider:** UnitedHealthcare (UHC)

### 2022 Medical Plan Summaries [Individual/Family]

<table>
<thead>
<tr>
<th>Benefit</th>
<th>GW HSP Tier 1</th>
<th>GW HSP Tier 2</th>
<th>GW HSP Tier 3</th>
<th>GW PPO Tier 1</th>
<th>GW PPO Tier 2</th>
<th>GW PPO Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductible</strong></td>
<td>$2,000/$4,000</td>
<td>$3,000/$6,000</td>
<td>$750/$1,500</td>
<td>$2,000/$4,000</td>
<td>$2,000/$4,000</td>
<td>$2,000/$4,000</td>
</tr>
<tr>
<td><strong>Coinsurance</strong></td>
<td>10% after ded</td>
<td>20% after ded</td>
<td>40% after ded</td>
<td>10% after ded</td>
<td>20% after ded</td>
<td>40% after ded</td>
</tr>
<tr>
<td><strong>Med OOP Limit (includes deductible)</strong></td>
<td>$4,000/$8,000</td>
<td>$6,000/$12,000</td>
<td>$3,000/$6,000</td>
<td>$6,000/$12,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office Visits (PCP/SCP)</strong></td>
<td>10% after ded</td>
<td>20% after ded</td>
<td>40% after ded</td>
<td>$10/$25 copay</td>
<td>$30/$50 copay</td>
<td>40% after ded</td>
</tr>
<tr>
<td><strong>Inpatient Services</strong></td>
<td>20% after ded</td>
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</tr>
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</tr>
<tr>
<td><strong>Urgent Care</strong></td>
<td>20% after ded</td>
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</tr>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rx Deductible</strong></td>
<td>Included in overall plan deductible (20% deductible</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rx Out-of-Pocket Limit</strong></td>
<td>$3,600/$7,200</td>
<td>$7,200/$14,400</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rx – Retail</strong></td>
<td></td>
<td></td>
<td></td>
<td>10% (min $15, max $30)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Generic</td>
<td>20% after ded</td>
<td>40% after ded</td>
<td>10% (min $30, max $50)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Brand Formulary</td>
<td>20% after ded</td>
<td>40% after ded</td>
<td>25% (min $60, max $100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Brand Non-Formulary</td>
<td>20% after ded</td>
<td>40% after ded</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>HSA match</strong></td>
<td>Up to $600/$1,200</td>
<td>N/A</td>
<td></td>
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### Imaging and Labs

*LabCorp and Quest Diagnostics are GW’s preferred vendors for lab work.*

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<thead>
<tr>
<th>Diagnostic Test (x-ray, blood work) and Imaging (CT/PET scans, MRIs)</th>
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<tr>
<td></td>
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GW MFA Benefit Coverage Tier

<table>
<thead>
<tr>
<th>Benefit</th>
<th>GW HSP</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
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<tbody>
<tr>
<td></td>
<td>Tier 1 MFA Providers*</td>
<td>Tier 2 In-network</td>
<td>Out-of-network</td>
<td>Tier 3 MFA Providers*</td>
<td>Tier 2 In-network</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Rx Out-of-Pocket Limit</td>
<td>Combined with Medical</td>
<td>$3,600/$7,200</td>
<td>$7,200/$14,400</td>
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</table>
Health Savings Account (HSA)

Available to GW HSP participants only

The HSA is a savings account that you may contribute to using pre-tax money deducted from your paychecks throughout the year; this money may be used to pay for eligible healthcare expenses (per IRS pub. 969).

While you may use HSA funds to pay for eligible healthcare expenses now, you may also use the account to save for healthcare costs in retirement:

• The account does not follow a “use it or lose it” rule
• Unused funds roll over from year-to-year
• The HSA remains with you even if you change insurance plans, retire or switch employers

More about the HSA:

• GW contribution match – the full GW match is deposited in tandem with your first contribution of the year (with first paycheck):
  Individual: $600  
  Family: $1,200
• Contribution limit for 2022 (includes employee + GW contributions)
  Individual: $3,650  
  Family: $7,300
• Participants age 55 and older allowed $1,000 “catch-up” contribution
• May enroll in HSA anytime during the year at go.gwu.edu/easyenroll

HSAs offer a triple tax advantage:

• Contributions are made tax-free (via payroll deduction)
• Any interest earned is tax-free
• Account owners may make tax-free withdrawals for qualified medical expenses
Health Savings Account (HSA)

Available to GW HSP participants only

- You may enroll or change your HSA contribution at anytime during the year via the EasyEnroll site. Once enrolled, you will receive debit card in mail and online access to your account.

- Contributions to your HSA roll over from year to year, and accumulate if not used.

- The HSA is yours and stays with you even if you change jobs, change healthcare coverage, move to another state or change marital status.

- You may use HSA funds to pay for any qualified health expenses incurred after the account is opened.

- You may pay bills directly via the HSA, or you may use the HSA to reimburse yourself for payments that you make. Payments and withdrawals made from your HSA to cover qualified healthcare expenses are tax-free.
HSA Eligibility

The HSA is limited to individuals enrolled in a qualified high deductible health plan (HDHP), like the GW HSP.

You must also meet a few other criteria:

- Cannot be covered by another non-HSA qualified plan
- Cannot be enrolled in Medicare or TRICARE
- You or your spouse cannot contribute to a general purpose Health Care FSA or HRA in the same year
- Cannot be claimed as a dependent on someone else’s tax return
- Cannot have received VA benefits within prior three months (except for service-connected disability services)

Other insurance or accounts not allowed with an HSA:
- Part A and/or Part B Medicare (In some cases, drawing Social Security benefits automatically enrolls you in Medicare Part A)
- TRICARE or TRICARE For Life
- Any VA benefits used within previous 3 months
Flexible Spending Accounts (FSAs)

FSAs are pre-tax savings accounts that you can use to pay for certain out-of-pocket healthcare and dependent care costs:

- **Health Care FSA (HCFSA)** – used for eligible out-of-pocket healthcare costs for you or your eligible dependents
- **Dependent Care FSA (DCFSA)** – used for eligible dependent care expenses while you work

**More about FSAs:**

- You may choose to contribute to one or both FSA options
- Funds may be used for all eligible dependents (do not need to be enrolled in GW health plans)
- Annual contributions are deducted pre-tax from paychecks in equal installments throughout the year
- Contribution limits
  - **HCFSA:** $2,750 (annual balance available immediately)
  - **DCFSA:** $5,000, or $2,500 if you and your spouse file separate income tax returns (available as contributions are made)
- Must re-enroll annually during Open Enrollment
- Per IRS regulations, unused funds at the end of the calendar year are forfeited
  - Exception: HCFSA funds may carry over into the next year and be available for use during a grace period that ends on March 15; any funds remaining as of the March 15 deadline are forfeited to the plan
- All claims and supporting documentation must be submitted by April 30 of the following year
Prescription Plan

All prescription coverage is provided through CVS Caremark, regardless of the medical plan that you choose.

<table>
<thead>
<tr>
<th>Prescription Drugs Retail (30 day supply)</th>
<th>GW HSP*</th>
<th>GW PPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive</td>
<td>Covered at 100% (deductible and coinsurance do not apply)</td>
<td>Subject to coinsurance</td>
</tr>
<tr>
<td>Generic</td>
<td>20% after deductible</td>
<td>10% Coinsurance (Min: $15, Max: $30)</td>
</tr>
<tr>
<td>Brand Formulary</td>
<td>20% after deductible</td>
<td>20% Coinsurance (Min: $30, Max: $50)</td>
</tr>
<tr>
<td>Brand Non-Formulary</td>
<td>25% Coinsurance (Min: $60, Max: $100)</td>
<td></td>
</tr>
</tbody>
</table>

*The GW HSP has a combined medical/pharmacy annual deductible, and a combined medical/pharmacy out-of-pocket maximum.

To review a list of preventive drugs, visit benefits.gwu.edu/prescription-benefit-gw-health-savings-plan-gw-hsp.
Pay the lowest amount possible by obtaining a 90-day prescription from your doctor and filling it via mail order or at a CVS/pharmacy.

**Options to Fill 90 Day Maintenance Prescription Drugs**

<table>
<thead>
<tr>
<th>GW HSP*</th>
<th>GW PPO Through Mail Order and CVS Pharmacy</th>
<th>GW PPO At Retail Other Than CVS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic</strong></td>
<td>10% Coinsurance (Min: $37.50, Max: $75)</td>
<td>$135 ($45 per month**)</td>
</tr>
<tr>
<td><strong>Brand Preferred</strong></td>
<td>20% Coinsurance (Min: $75, Max: $125)</td>
<td>$210 ($70 per month**)</td>
</tr>
<tr>
<td><strong>Brand Non-Preferred</strong></td>
<td>25% Coinsurance (Min: $150, Max: $250)</td>
<td>$405 ($135 per month**)</td>
</tr>
</tbody>
</table>

*GW HSP covers preventive drugs at 100% (deductible/coinsurance do not apply). After three 30-day retail fills, you will need to fill a 90-day prescription via CVS Retail or CVS Mail Order or contact CVS to opt-out of the program in order to receive your prescription at no cost.

**30-day retail amount effective with fourth 30-day refill

**Diabetic medications and supplies** must be filled through CVS Retail or CVS Mail Order.
CVS Next Generation Transform Diabetes Care

• GW’s prescription plan includes CVS’s Next Generation Transform Diabetes Care Program
• The program focuses on a highly personalized approach, customizing support based on a participant's risk profile.
• Program features include:
  – Highly personalized support from Certified Diabetes Care Nurses.
  – Two comprehensive diabetes visits at MinuteClinic locations, or virtually, at no out-of-pocket cost, including A1C checks.
  – A meter that best suits your condition.
  – Test strips and lancets will be available at $0 out-of-pocket cost.
  – Access to digital tools within the CVS Pharmacy mobile app.

*Diabetic medications and supplies must be filled through CVS Retail or CVS Mail Order.*
Simple Therapy

- Simple Therapy is a musculoskeletal program available to GW medical plan participants and their eligible dependents 13 years and up.

- Live Physical Therapists to help you manage and prevent pain across 18 body parts including knee, hip, neck, shoulder, back, hand, and wrist.

- Through 5-15 minute exercise therapy sessions and live PT consults, Simple Therapy can help a wide spectrum of needs.

- This GW-sponsored program includes unlimited coaching support, and a care pack filled with tools to help address pain or prevent injuries.

- Enrollment information will be shared with all employees enrolled on a GW medical plan in January 2022.
Castlight

- Integrated web and mobile platform
- Provides a personalized and powerful new way of shopping for healthcare
- Free for GW employees, spouses/domestic partners and adult dependents covered under a GW medical plan

Take the mystery out of your healthcare

Castlight is your personalized healthcare assistant. We'll help you get more out of your health plan and benefits so you can experience healthcare in a whole new way.
With Castlight, you can see:

- Personalized cost estimates based on location, health plan and whether or not you’ve reached your deductible
- Your past bills in one place, with step-by-step explanations of past medical spending
- Contact information for doctors and hospitals
- Ratings and reviews of in-network doctors
- Benefits program information
- Timely information about conditions and treatments
- Current balances for your HCFSA or HSA
- Prescription drug options
Health Advocate

For hassle-free assistance with resolving healthcare and insurance issues.

Health Advocate helps you:
• Clarify insurance plan(s) and decide which plan is right for you
• Untangle medical bills, uncover errors and negotiate fees
• Find doctors, specialists, hospitals and treatment centers
• Locate eldercare and caregiver support resources
• Research and explain conditions and treatment options

(866) 695-8622
Available 24/7
DENTAL PLANS
Dental Plans

Provider: Aetna

The GW dental plans are standalone plans, meaning that you can enroll in dental coverage whether or not you have medical coverage through GW.

<table>
<thead>
<tr>
<th>Plan Design</th>
<th>Low PPO Option</th>
<th>High PPO Option</th>
<th>DMO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network</td>
<td>Out-of-Network</td>
<td>In-Network</td>
</tr>
<tr>
<td>Annual Deductible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($50 per person,</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>$150 max per</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>family)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventive</td>
<td>100%</td>
<td>100%*</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic</td>
<td>80%</td>
<td>70%*</td>
<td>90%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Not Covered</td>
<td>Not Covered</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td>$1,000</td>
<td>$1,500</td>
<td>None</td>
</tr>
<tr>
<td>Benefit Maximum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orthodontia</td>
<td>Not Covered</td>
<td>Not Covered</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Of allowed amount
VISION PLANS
Vision Plans

Provider: UnitedHealthcare (UHC)

The GW vision plans are standalone plans, meaning that you can enroll in vision coverage whether or not you have medical coverage through GW.

<table>
<thead>
<tr>
<th>Basic Plan</th>
<th>Enhanced Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In-network eye exams covered at 100% every 12 months</td>
<td>• Same coverage as Basic Plan</td>
</tr>
<tr>
<td>• In-network frames have a $20 copay every 24 months*</td>
<td>• In-network frames have a $20 copay every 12 months*</td>
</tr>
<tr>
<td>• In-network frames have a max benefit amount of $130</td>
<td>• Covers following additional lens options:*</td>
</tr>
<tr>
<td>• In-network lens benefit available every 12 months after $20 copay*</td>
<td>• Standard progressive lenses</td>
</tr>
<tr>
<td>• 4 boxes of contact lenses available every 12 months in lieu of spectacle lenses after $20 copay (up to $105 max)</td>
<td>• Polycarbonate lenses</td>
</tr>
<tr>
<td>• Out-of-network benefits available</td>
<td>• Ultraviolet and anti-reflective coating</td>
</tr>
<tr>
<td></td>
<td>• Glass coating and tints</td>
</tr>
<tr>
<td>• 6 boxes of contact lenses available every 12 months in lieu of spectacle lenses after $20 copay (up to $150 max)</td>
<td></td>
</tr>
</tbody>
</table>

* Only one $20 copay for materials if frames and lenses are purchased together

* Only one $20 copay for materials if frames and lenses are purchased together
LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE
Basic Life and AD&D Insurance

Basic Life = 1x your annual benefits salary (up to $500,000)

Basic AD&D = 1x your annual benefits salary (up to $500,000)

Six-month waiting period for part-time staff.

Note: The cost of Basic Life insurance coverage exceeding $50,000 is considered “imputed income” by the IRS. Imputed income will be reported on your W-2 form as part of your taxable income. If you wish to avoid imputed income, you may waive coverage over $50,000.
## Optional Life and AD&D Insurance

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Up to $1,000,000 (max)</td>
</tr>
<tr>
<td>Spouse</td>
<td>Up to 50% of your amount</td>
</tr>
<tr>
<td>Domestic Partner</td>
<td>Up to 50% of your amount</td>
</tr>
<tr>
<td>Dependent</td>
<td>Up to $20,000</td>
</tr>
</tbody>
</table>

**Note:** You must have optional employee life coverage in order to elect coverage for your spouse/domestic partner or dependent children.

**As a new hire, you can elect up to the Guaranteed Issue (GI) without Evidence of Insurability (EOI). EOI is proof showing that you and/or your dependents are in good health. Amounts elected above the GI require EOI.**

**GI values for optional life insurance:**
- **Employee:** lesser of $500k
- **Spouse:** lesser of $50k or 50% of employee optional life insurance
# Short-Term Disability (STD) Insurance

## Voluntary

<table>
<thead>
<tr>
<th>Employee-paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT Faculty/Staff with less than 2 years of benefits eligible service, PT Faculty/Staff, Medical Residents</td>
</tr>
</tbody>
</table>

- 60% of benefits salary (up to $3,000 weekly) paid up to 150 days; 14-day waiting period applies
- Part-time staff are eligible after six months

*If you do not enroll in Voluntary STD as a new hire and are electing coverage for the first time during open enrollment, you will be required to provide EOI.*

## GW-Paid

<table>
<thead>
<tr>
<th>University-paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT Faculty/Staff with 2+ years of benefits eligible service</td>
</tr>
</tbody>
</table>

- 50% or 100% of benefits salary paid (depending on employee status and full-time years of service at GW) up to 166 days; 14-day waiting period applies
Long-Term Disability (LTD) Insurance

<table>
<thead>
<tr>
<th>Basic</th>
<th>Buy Up</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University-paid</strong></td>
<td><strong>Employee-paid</strong></td>
</tr>
<tr>
<td>• Automatic enrollment after one year of employment at GW*</td>
<td>• Enroll within 30 calendar days of hire; otherwise, you can only enroll during annual Open Enrollment or if you experience a Qualified Life Event</td>
</tr>
<tr>
<td>• Benefit Amount: 60% of monthly benefits salary (up to a monthly maximum of $10,000)</td>
<td>• Benefit Amount: 66.67% of monthly benefits salary (up to a total monthly maximum of $12,000)</td>
</tr>
</tbody>
</table>

* You may be able to have the one year waiting period waived if you have prior group coverage within 12 months preceding your employment with the university. Requires completion of LTD Prior Coverage Verification form.

Full-time employees only
Voluntary Benefits
Voluntary Benefits
Legal Plan through Legal Resources

Monthly membership fee: $19.00

- Access to a nationwide network of highly-qualified legal firms comprising over 11,000 professional attorneys
- Covers the employee, spouse/domestic partner and eligible dependents
- Legal matters covered at 100% include:
  - Traffic violations
  - Will preparation, review and updates
  - Real estate (buying or selling a home)
  - Civil actions as plaintiff or defendant in District Court
  - Landlord and tenant issues
  - Uncontested domestic adoptions
  - And more!
- Other matters may be covered at discounted rate
Voluntary Benefits
Nationwide Pet Insurance

- Nationwide’s My Pet Protection suite of pet insurance plans can provide savings on veterinarian bills regardless of a pet’s age. You are reimbursed up to 70% of your bill.
- $250 annual deductible and $7,000 maximum annual benefit for both plans
- Coverage begins 14 days after enrollment
- Visit petinsurance.com/gw for a no obligation quote or call (877) 738 - 7874
Voluntary Benefits
Allstate Identity Protection

- Allstate offers a group rate for identity protection to GW employees. Get alerts for
  - Credit inquiries,
  - Accounts opened in your name,
  - Compromised financial transactions.

- Enrolling your family extends that protection to anyone in your household.

- Visit myaip.com/gw to enroll

- This benefit is billed by and paid directly to Allstate.

Other services include:
- Dark web monitoring
- Rapid alerts
- High-risk transaction monitoring
- Financial transaction monitoring
- Tri-bureau credit monitoring
- Unlimited credit reports from TransUnion
- Annual tri-bureau credit report and score
- Credit freeze assistance
- Credit lock (adult and child)
- In-portal credit disputes
- Accounts secured with two-factor authentication
- Human-sourced intelligence
- Social media reputation monitoring
- Social account takeover monitoring
- IP address monitoring
- Digital wallet storage and monitoring
- Deceased family member coverage
- Data breach notifications
TUITION ASSISTANCE
Tuition Remission Program

- Generous tuition assistance for employee, spouse/domestic partner and dependents
- Tuition Remission applies to the cost of tuition for programs offered at and billed by GW. Third-party provider tuition is not covered.
- Tuition Remission applications are required to submit each semester. Visit hr.gwu.edu/tuition-remission to access the application.

Notes:
- Per IRS regulations, non-work related employee graduate tuition remission in excess of $5,250 is taxable income to the employee and 100% of dependent graduate tuition remission is taxable to the employee.
- Special programs such as World Executive MBA, PhD and MD degrees, and all online degrees, are excluded. Please view the list of ineligible programs on the Tuition Remission website.
# Tuition Remission for Employees

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Employee Eligibility</th>
<th>Employee Benefit</th>
</tr>
</thead>
</table>
| Faculty                     | Tuition remission benefits for eligible faculty and staff begin the semester that starts on or follows their date of hire. Please check semester dates at the university calendar | Full-Time Coverage  
100% of 6 spring credits, 6 summer credits and 6 fall credits |
| Executive Management        |                                                                                      | Part-Time Coverage  
100% of 3 spring credits, 3 summer credits and 3 fall credits |
| Medical Resident            |                                                                                      |                                                      |
| Research Personnel          |                                                                                      |                                                      |
| Staff                       |                                                                                      |                                                      |

- The benefit is non-applicable to fees and student account financial penalties.
- Review the Tuition Remission Benefit Policy at [hr.gwu.edu/tuition-remission](http://hr.gwu.edu/tuition-remission)
**Notes for Dependent Children Coverage:**
- Tuition benefit covers only one undergraduate degree
- Maximum coverage for graduate level is 8 semesters
- Dependents over age 24 must be tax dependents

**Note for Dependent Graduate Benefit:**
You must have been eligible for dependent undergraduate tuition benefits at GW when your dependent child was obtaining an undergraduate degree, and your dependent used less than eight semesters of tuition remission benefits in an undergraduate degree program at GW.

### Tuition Remission Benefit -- Coverage

<table>
<thead>
<tr>
<th>Full-Time Coverage</th>
<th>Part-Time Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% -- Less than 1 year of service (First 12 months)</td>
<td>0% -- Less than 1 year of service (First 12 months)</td>
</tr>
<tr>
<td>75% -- 1 - 3 years of service (More than 12 months)</td>
<td>37.5% -- 1 - 3 years of service (More than 12 months)</td>
</tr>
<tr>
<td>90% -- 4 - 9 years of service (More than 48 months)</td>
<td>45% -- 4 - 9 years of service (More than 48 months)</td>
</tr>
<tr>
<td>100% -- 10+ years of service (More than 120 months)</td>
<td>50% -- 10+ years of service (More than 120 months)</td>
</tr>
</tbody>
</table>

**There are no credit hours cap per semester**
Supporting Your Well-being
Wellbeing Hotline (Employee Assistance Program)

Financial Support
Confidential Counseling
Pet Needs
Vacation Planning
Finding Child Care

and much more…

Learn more at hr.gwu.edu/wellbeing-programs
## Additional Benefits and Perks

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Bikeshare membership discounts</td>
<td></td>
</tr>
<tr>
<td>Quit For Life smoking cessation program</td>
<td></td>
</tr>
<tr>
<td>Healthy Pregnancy Program <em>(for UHC members)</em></td>
<td></td>
</tr>
<tr>
<td>Real Appeal Weight-Loss Program <em>(for UHC members)</em></td>
<td></td>
</tr>
<tr>
<td>Group Home and Auto Insurance Discounts <em>(Liberty Mutual)</em></td>
<td></td>
</tr>
<tr>
<td>Back-up child and adult dependent care</td>
<td></td>
</tr>
<tr>
<td>Gym discounts and free group exercise classes</td>
<td></td>
</tr>
</tbody>
</table>

*A full list of wellness benefits and perks is available at hr.gwu.edu/wellbeing-programs*
The George Washington University

YOUR PAY
Visit the Payroll Website

The Payroll Services department is dedicated to providing accurate and timely services to employees and other stakeholders. We are responsible for paying all employees in compliance with federal and local labor laws. We have a commitment to embrace change that promotes increased productivity and we strive to exceed the expectations of our customers.

GW Payroll Services Website
hr.gwu.edu/payroll
FEDERAL AND STATE TAX FORMS
Forms You Must Complete

W-4 Federal Tax Withholding
• Use your GW email to send to payroll@gwu.edu.
• This is your official address for payroll and benefits information.

State Tax Withholding
• D-4 (Washington, DC)
• VA-4 (Virginia)
• MW 507 (Maryland)

Employees who are not U.S. residents (for tax purposes) must contact the GW Tax Department before completing tax withholding forms.

GW Tax Department
(571) 553-8313
taxdepartment.gwu.edu/meeting-tax-department

Faculty and Staff Service Center:
University Student Center
Suite 242
Washington, DC 20052
202-994-8500
fssc@gwu.edu
Form W-4

Employee’s Withholding Certificate

Step 1: Enter Personal Information

(a) First name and middle initial
(b) Last name
(c) Social security number

Address:
City or town, state, and ZIP code

☐ Single or Married filing separately
☐ Married filing jointly or Qualifying widower
☐ Head of household (Check only if you’re unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000

Multiply the number of other dependents by $500

Add the amounts above and enter the total here.

Step 4: Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(c) Extra withholding. Enter any additional tax you want withheld each pay period.

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee’s signature (This form is not valid unless you sign it.)

Date
Employee Self-Serve Option through GWeb

Faculty and staff should update the following information on GWeb:

- W-4 address
- State withholding allowances for employees residing in DC, Maryland and Virginia
- Work location address
- Campus address

Instructions are available on the Payroll Services website at hr.gwu.edu/employee-self-service

You are encouraged to take advantage of this self-service option, as it is a quick and secure way to update your tax and address information.
Updating Your Work Location

- All new employees must confirm their work location in GWeb
- You can update this information under the Personal Information Menu
- This is the work location where you physically work 50% or more of the time
- You must select “Submit” after making changes
- Resources are available on the Payroll Website
If you are relocating, be sure to complete the following action items:
• Update your W-4 address through Gweb
• Complete a new form W-4
• Complete a new state tax form (if applicable)
• Update your Work Location address through Gweb (if applicable)
Electronic W-2

- Available earlier than a traditional, mailed paper form W-2
- Helps protect against identity theft
- Supports the university’s sustainability practices

Consent in GWeb, under the **Employee Information & Tax Forms** section.
- Secure on GWeb
- Remains on Gweb

Note: Instructions are available on the Payroll Services website at hr.gwu.edu/w-2-form
PAY CALENDAR AND PAY PROCESSES
Employee Time Reporting

See your department manager to determine which method you should use to record time.

**Biweekly (Nonexempt) Employees**

Required to use the Time Reporting System (TRS) to record arrivals and departures for all time worked.

**Monthly and Biweekly (Exempt) Employees**

Not required to use the TRS system.
### Pay Calendar

#### Biweekly Employees
Paid every other Friday.

#### Monthly Employees
Generally paid on the last business day of the month, unless it falls on a holiday (see holiday calendar at hr.gwu.edu/holiday-schedules).

### Payroll Calendars:
- Issued by Payroll Services each spring.
- Available at hr.gwu.edu/payroll-calendar

#### Sample Biweekly Payroll Calendar

<table>
<thead>
<tr>
<th>Banner Pay #</th>
<th>Period Begin Date</th>
<th>Period end Date</th>
<th>Department Approval Due Date</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW 14</td>
<td>06/13/2021</td>
<td>06/26/2021</td>
<td>06/29/2021</td>
<td>07/09/21</td>
</tr>
<tr>
<td>BW 15</td>
<td>06/27/2021</td>
<td>07/10/2021</td>
<td>07/13/2021</td>
<td>07/23/21</td>
</tr>
<tr>
<td>BW 16</td>
<td>07/11/2021</td>
<td>07/24/2021</td>
<td>07/27/2021</td>
<td>08/06/21</td>
</tr>
<tr>
<td>BW 17</td>
<td>07/25/2021</td>
<td>08/07/2021</td>
<td>08/10/2021</td>
<td>08/20/21</td>
</tr>
<tr>
<td>BW 18</td>
<td>08/08/2021</td>
<td>08/21/2021</td>
<td>08/24/2021</td>
<td>09/03/21</td>
</tr>
<tr>
<td>BW 19</td>
<td>08/22/2021</td>
<td>09/04/2021</td>
<td>09/08/2021</td>
<td>09/17/21</td>
</tr>
<tr>
<td>BW 20</td>
<td>09/05/2021</td>
<td>09/18/2021</td>
<td>09/21/2021</td>
<td>10/01/21</td>
</tr>
<tr>
<td>BW 21</td>
<td>09/19/2021</td>
<td>10/02/2021</td>
<td>10/05/2021</td>
<td>10/15/21</td>
</tr>
<tr>
<td>BW 22</td>
<td>10/03/2021</td>
<td>10/16/2021</td>
<td>10/19/2021</td>
<td>10/29/21</td>
</tr>
<tr>
<td>BW 23</td>
<td>10/17/2021</td>
<td>10/30/2021</td>
<td>11/02/2021</td>
<td>11/12/21</td>
</tr>
<tr>
<td>BW 24</td>
<td>10/31/2021</td>
<td>11/13/2021</td>
<td>11/16/2021</td>
<td>11/24/21</td>
</tr>
<tr>
<td>BW 25</td>
<td>11/14/2021</td>
<td>11/27/2021</td>
<td>11/30/2021</td>
<td>12/10/21</td>
</tr>
</tbody>
</table>

For BW 2, the period begin date is 12/29/2021, and the period end date is 01/01/2022. Department approval due date is 01/11/2022, and the pay date is 01/21/2022.

For BW 3, the period begin date is 01/09/2022, and the period end date is 01/22/2022. Department approval due date is 01/25/2022, and the pay date is 02/04/2022.

For BW 4, the period begin date is 01/23/2022, and the period end date is 02/05/2022. Department approval due date is 02/08/2022, and the pay date is 02/18/2022.

For BW 5, the period begin date is 02/06/2022, and the period end date is 02/19/2022. Department approval due date is 02/22/2022, and the pay date is 03/04/2022.

For BW 6, the period begin date is 02/20/2022, and the period end date is 03/05/2022. Department approval due date is 03/08/2022, and the pay date is 03/18/2022.

For BW 7, the period begin date is 03/06/2022, and the period end date is 03/19/2022. Department approval due date is 03/22/2022, and the pay date is 04/01/2022.

For BW 8, the period begin date is 03/20/2022, and the period end date is 04/02/2022. Department approval due date is 04/05/2022, and the pay date is 04/15/2022.

For BW 9, the period begin date is 04/03/2022, and the period end date is 04/16/2022. Department approval due date is 04/19/2022, and the pay date is 04/29/2022.

For BW 10, the period begin date is 04/17/2022, and the period end date is 04/30/2022. Department approval due date is 05/03/2022, and the pay date is 05/13/2022.

For BW 11, the period begin date is 05/01/2022, and the period end date is 05/14/2022. Department approval due date is 05/17/2022, and the pay date is 05/27/2022.

For BW 12, the period begin date is 05/15/2022, and the period end date is 05/28/2022. Department approval due date is 06/1/2022, and the pay date is 06/10/2022.

For BW 13, the period begin date is 05/29/2022, and the period end date is 06/11/2022. Department approval due date is 06/14/2022, and the pay date is 06/24/2022.
Direct Deposit

- All employees are eligible
- Allocate pay to multiple accounts
- Entire pay or fixed amount/percentage
- Paper check in the mail if Direct Deposit is not set up

**Don’t forget to select net/remaining balance if you choose more than one account!**

Sign up or make changes through GWeb at banweb.gwu.edu.
PAY STATEMENT
### Receiving Your Pay Statement

<table>
<thead>
<tr>
<th>Direct Deposit</th>
<th>Checks</th>
</tr>
</thead>
</table>
| • Notified at least two days prior via email – *Easy View*  
• Access Anytime | • Checks are mailed to the employee’s W-4 address and include your pay statement.  
• You must keep a copy for your records. |
TRANSPORTATION BENEFITS
Public Transportation Savings

**Pre-tax deductions** fund your WMATA SmarTrip card, which can be used to pay for work-related commuting expenses, including:
- Metrorail
- Metrobus
- Metro parking

**Three different purses** (not interchangeable):
1. Personal stored value
2. Transit benefit
3. Parking benefit
How the SmarTrip Card Works

Payroll deductions are taken out **the month before** the SmarTrip card is loaded (loaded on the first day of the following month).

---

**Biweekly Employees**

*Deductions are taken the first two pay dates of the month.*

New enrollments, changes or terminations must be received **two weeks prior to the first day of the month** in which the deduction is effective.

---

**Monthly Employees**

*Deductions are on each monthly pay date.*

New enrollments, changes or terminations must be received by the **10th of the month** in order for the benefit to be available on the first of the following month.

---

**Unused funds will roll over month-to-month.**
How the SmarTrip Card Works

Register your SmarTrip card at wmata.com/fares/smartrip.

- One free SmarTrip card is available through the Payroll Services office at 571-553-4277 or payroll@gwu.edu or Faculty and Staff Service Center at 202-994-8500. Once you request the card, it will be mailed to you.

- You must register your card by creating an online account before signing up for SmartBenefits.
Enrolling in SmartBenefits

- Enroll in SmartBenefits through the WMATA site
- Join using the Organization code: W4Ru5E6y
- Make changes through WMATA Manage Benefits

Login to your account at smartrip.wmata.com/account/login
Enrolling in SmartBenefits

Register your SmarTrip card at wmata.com/fares/smartrip

Pre-Tax Transit and Metro Parking Benefit Plan
Enrollment / Change Form

The George Washington University
SmartBenefits Enrollment/Change Form

Date:________________GWD #:________________

Last Name:________________First Name:________________

Telephone:________________Email Address:________________

SmarTrip Card Number: ____________________________

Register your card on WMATA: https://smarttrip.wmata.com/Account/Create (Must be registered in applicant’s name)

Check One: ☐ New Enrollment ☐ Change Enrollment ☐ Cancel Enrollment ☐ Replacement Card

Deductions Start/Change/Cancellation Date (Enter Pay-Date) ____________________________

Pay Cycle ☐ Bi-Weekly ☐ Monthly

Amount per month (Transit plus Select Pass amounts combined must not exceed $270)

Transit $_______ ($10 increments starting at a minimum of $40 to a maximum of $270 per month)

Select Pass $_______ (Employee must purchase the Select Pass through WMATA by the 1st of the month manually each time or select auto-reload to automatically receive a new pass when the old pass expires.

Your monthly deduction options for Select Pass are:

$72 $81 $90 $99 $108 $117 $126 $135 $144 $153 $162 $171 $180 $189 $198 $207 $216

For more information on Select Pass, use the following link
https:// wmata.com/business/smartbenefits/upload/5B-Transit-Pass-Benefit-Overview-2018.pdf or call WMATA at 1-888-762-7874

Paking $_______ ($10 increments starting at a minimum of $40 to a maximum of $120 per month)

Total Amount $_______

Reassignment: (Transferring funds from old card to the new)

If your SmarTrip card is lost, damaged or stolen, you must notify WMATA by calling the SmarTrip Hotline at 1-888-762-7874. To complete the transfer of pre-tax benefits, you must purchase a replacement card from WMATA or the FSC and register it with WMATA.

OLD SmarTrip Card Number: 0________________________

NEW SmarTrip Card Number: 0________________________

Reason for Reassignment ____________________________

I understand that by signing and submitting this form, I authorize a deduction from my annual salary based on my elections above. I further understand that my election is irrevocable for one month and that deductions will continue, as authorized above, until I submit a new form to either change or stop participation in the plan. I further attest that deductions are for a work related commuting expense and are not reimbursable by the university. I also understand that any SmarTrip benefit value classified as Transit, Select Pass or Parking is non-interchangeable. I understand that when I make a change to either my Transit or Parking benefit I must reformat my SmarTrip card between the 16th and the end of the month prior to the new benefit amount being made available.

Signature __________________________Date________________________

Return completed form to: Payroll Services, 45155 Research Place, Suite 155, Ashburn, VA 20147 or Fax to 571-553-4406 or email to payroll@gwu.edu

(Payroll Use Only)

Deduction Effective Date: __________________________ Pay Period Amount: __________________________

Plan Effective Date: __________________________ Pay Period: __________________________
Non-Metro Transit

Other forms of transportation may be used under the **SmartBenefits** program:

- VRE (Virginia Railway Express)
- MARC Train
- MTA commuter buses – Eyre, Dillon and Keller
- Metro Access
- Loudoun County Transit Authority

Learn more at [hr.gwu.edu/smartbenefits](http://hr.gwu.edu/smartbenefits)

Available at [smartrip.wmata.com/account/login](http://smartrip.wmata.com/account/login)
SmarTrip Reassignments

NEW SELF-SERVICE FEATURES FOR EMPLOYEES

Transfer SmartBenefits from Lost/Damaged Cards
Now you can transfer your stored value and your SmartBenefits from a lost/damaged card to a replacement card on your own.*

- Have your replacement card ready or order a new card as you report your old card as lost or damaged.
- Your replacement card must:
  - Be registered to your SmarTrip card account with the same first and last name as your lost/damaged card (check “Update Card Information”)
  - Not have been previously enrolled in SmartBenefits
- From your SmarTrip® Card Summary page, click “Report Lost or Damaged Card” and follow the prompts

PDF instructions can be obtained from the GW Benefits website, under commuter benefits.

*SmarTrip Customer Support:
1 (888) SMARTRIP
(1-888-762-7874)
On- and Off-Campus Parking

**On-Campus Parking**

*Through GW Transportation & Parking Services (TPS)*

Contractual agreement with the university

**PayFlex Parking Reimbursement Account***

*Through GW Benefits*

Reimbursement plan for expected expenses:

- Occasional on-campus parking
- Off-campus parking

**How to Enroll through PayFlex:**

1. Visit [go.gwu.edu/easyenroll](go.gwu.edu/easyenroll) to sign up and set your per pay period elections.
2. Visit [payflex.com](payflex.com) and create an account for your reimbursements.

*For more information on the PayFlex Parking Reimbursement Account, contact GW Benefits at benefits@gwu.edu.*
Questions?

Benefits Call Center: (888) 4GWUBEN (449-8236)
GW Benefits: benefits@gwu.edu or (571) 553-8382
GW Payroll Services: payroll@gwu.edu or (571) 553-4277