

GW BENEFITS & PAYROLL SERVICES



Work Location FAQs

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](#). Step-by-step [instructions](#) are available to assist you.

Q: What is the definition of the term “work location?”

The work location where an employee performs their work more than 50% of the time. Please review and update, if necessary, your work location as listed in [GWeb](#) to confirm accuracy.

Q: How do you define “more than 50%”?

A: We understand that schedules and locations where you perform your work can vary. Consider your typical work week and list the address for the location where you regularly spend 3 or more work days each week.

Q: Which location do I list if I am teaching a course or otherwise working from outside the United States?

A: Please list your international address.

Q: If I work two days a week in Foggy Bottom and then work from the Virginia Science and Technology Campus (VSTC) the other three days, which work location do I indicate?

A: VSTC, because on average, you work more than 50% of the time at VSTC.

Q: I telework from home 1-2 days each week and work at the VSTC and the Foggy Bottom campus 1-2 days each week: which work location should I list?

A: Because you do not spend more than 50% of your time at any ONE location, the work location is your position location, i.e., where your department/position is located.

Q: Which location do I list if I am a 9-month faculty member?

A: Consider your typical work week and list the address for the location where you regularly spend 3 or more work days each week.

Q: Which location do I report if I am currently on sabbatical or on leave?

A: The work location that is applicable when you are not on sabbatical (or leave).

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Q: What if my work location situation is not standardized or I am not sure what to select as my work location?

A: Please contact GW Benefits at 571.553.8382 to discuss your situation.

Q: Will my work location address be listed in the GW Directory?

A: No, work location addresses will not be viewable in the Directory.

Q: What if my work location changes, can I update the address?

A: Yes, you can update your work location address in GWeb at any point.