Work Location Instructions

To ensure that you are eligible for applicable benefits in the state where you work and appropriate state tax is being withheld, please review and update, if necessary, your W-4 and work location addresses in GWeb.

Work location is the address of where you work more than 50% of the time and reflects your physical work location, not where your department resides or from where the work is assigned.

Employees Who Are Designated as “Hybrid”

Employees who have been teleworking, and are transitioning to a hybrid role or back to campus, may need to update their work location*. For example, if you will be working on campus over 50% of the time, your work-location address should reflect your campus address. Please note: Your work location address will not be viewable in the Directory.

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.

Please do not enter information in the Nation field for addresses within the United States.

Please enter today’s date in the “Valid” From field. Please leave the “Until this Date” field blank.

Don’t forget to click “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.