Updating Your Work Location

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 work location (and W-4) addresses in GWeb. Below are instructions on How to Update Your Current Work Location and How to Add Work Location for the First Time.

How to Update Your Work Location

To begin, log in to GWeb.

From the home screen select View/Update Personal Information under My Profile to review and/or update your W4 and/or Work Location address(es).

Click on the pencil icon under the address(es) to update. https://hr.gwu.edu/time-and-leave
In the Edit Address box, update the applicable address fields. Pay special attention to:

- Use today’s date in the “valid” from field. Leave the “until this date” field blank.
- After entering the address information, select Update.
How to Add a Missing Work Location

If you do not have a work location in the system, you will need to add one. Once signed in to Gweb, select **View/Update Personal Information** under **My Profile** to review and/or update your W4 and/or Work Location address(es).

Click on the “+ Add New” button on the right-hand side of the Address section.

Select Work Location in the “Type of Address” drop down menu, update the applicable address fields and click Add.
Teleworking

Employees who are teleworking may need to update their work location. For example, if you are currently working at home more than 50% of the time, your Work Location address should reflect your home address. You will need to update your 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.