

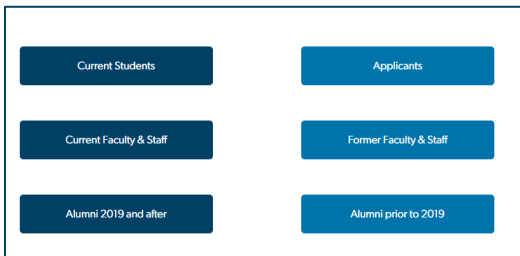


## Updating Your Work Location

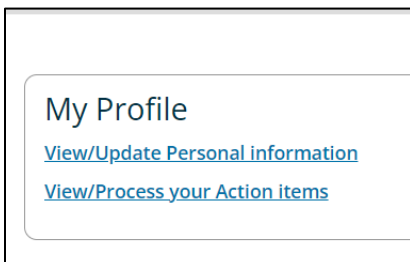
To ensure that you are eligible for applicable benefits in the state where you work and assist with required year-end wage-reporting (W-2), please review and confirm/update your work location (and W-4) addresses in GWeb. Below are instructions on [How to Update Your Current Work Location](#) and [How 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>

## Address

Your active addresses are displayed in order by address type. To update an address, click on the edit address button below.

**EMPLOYEES MOVING TO A DIFFERENT STATE MUST ALSO CHANGE THEIR STATE WITHHOLDING**

- See <https://go.gwu.edu/withholding> for instructions.

•Current: Your local address during the academic year if you do not live in a residence hall. For international students this should be your address in the U.S.

•Housing: Your residence hall address.

•Permanent: Address for general information mailings. Bills, grades, and diplomas will also go here unless you specify other addresses for them. For international students this should be your address outside of the U.S.

•Billing: Address you want bills sent to (if different from Permanent address).

•Campus Office: Your on-campus office address.

•Diploma: Address you want your diploma sent to.

•Grading: Address you want your grades sent to (if different from Permanent address).

•Refund: Address you want refunds sent to (if different from Current address).

•Check & W4: This address appears on your paycheck. Your Form W2 will be sent here. It is used for all official benefit and retirement communication. To change your address, enter an end date for the address below, then add a new W4 address by clicking the Add New link above.

•Work Location: Address of where you work more than 50% of the time. Go to <https://go.gwu.edu/worklocation> for more information.

Special Note for Teleworkers: Your work location should reflect your physical work location (i.e. not where your department resides or where work is assigned from).

### Check & W4 Address



### Work Location



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.

### Edit Address

Type of AddressValid FromValid Until

Address Line 1Address Line 2Address Line 3

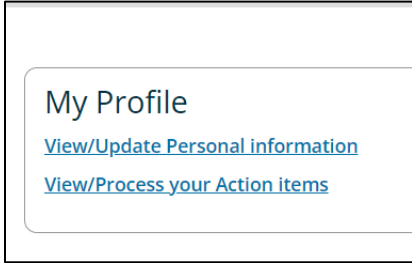
Address Line 4CityState/Province

CountyZip/Postal CodeCountry

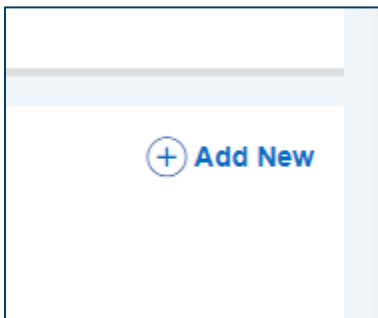
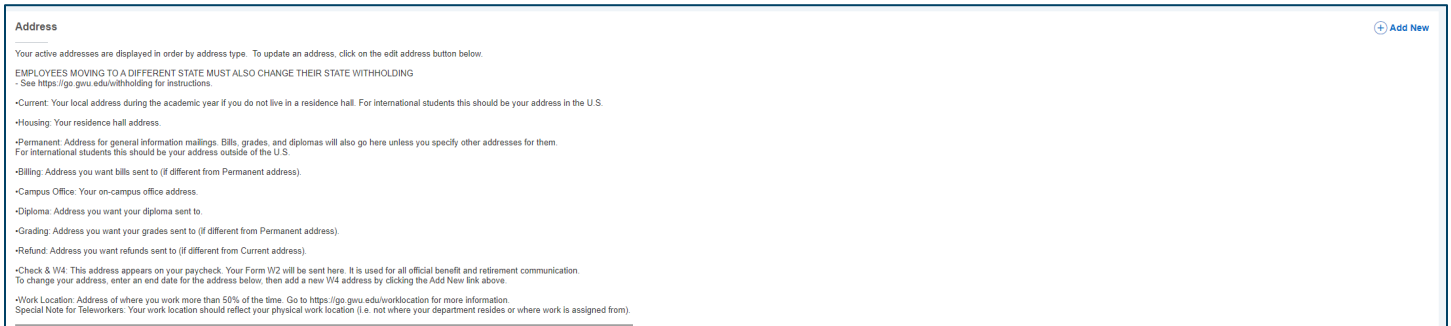
CancelUpdate

# 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.

## Add Address ✕

<b>Type of Address</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Work Location"/>	<b>Valid From</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="MM/dd/yyyy"/>	<b>Valid Until</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="MM/dd/yyyy"/>
<b>Address Line 1</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Address Line 1"/>	<b>Address Line 2</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Address Line 2"/>	<b>Address Line 3</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Address Line 3"/>
<b>Address Line 4</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Address Line 4"/>	<b>City</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter City"/>	<b>State/Province</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select State"/>
<b>County</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select County"/>	<b>Zip/Postal Code</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Zip Code"/>	<b>Country</b> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select Country"/>

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](mailto:benefits@gwu.edu) or (571) 553-8382.