New Employee Checklist

Congratulations on your new position and joining the GW community! Be sure to reach out to your manager if you have any questions regarding your on-boarding process.

Before Orientation

GWID

- Your GW ID Number (GWID) will be emailed to you when HRIS completes your employee record. This email will be sent to you on or near your start date. Your GWID is used as your UserID in order for you to log in to university systems (MyGW Portal, wireless networks, GW email, and other GW systems), validate your university email address, obtain a GWorld Card, and to access other benefits during your time at GW.

GW Email

- Your GW email address will be automatically formatted as firstname.lastname@gwu.edu
  - In the event there are more than one individuals at the university with your same name, a number will be appended to your last name.
- You will receive an email from identity@gwu.edu with a link to verify your account and reset your password.
- If you have additional questions please contact GWIT by emailing ithelp@gwu.edu or calling 202-994-4948

Links to university policies are available here. If you have any questions about the existing policies, please contact the Office of Ethics, Compliance, and Risk at comply@gwu.edu.

In addition, the university has adopted the Statement of Ethical Principles that outline the behaviors that we expect of our faculty and staff to support the values of the institution. You are encouraged to review this statement and it can be found here.

We also expect you to complete the university’s Harassment and Discrimination Prevention online training module. You will receive further information about completing the online module once you have accepted your offer and a start date is set.
COVID-19
As described in your offer letter, GW recommends all members of our community be fully vaccinated with a U.S. FDA or World Health Organization-approved COVID-19 vaccine. Information on how to get a vaccine and details about university response can be found at: coronavirus.gwu.edu
You are joining a world-renowned university and we thank you in advance for doing your part to keep our workplace and community safe.

Employment Verification
The university is required by federal law to verify an employee’s eligibility to work legally in the United States and at GW. To verify identity and employment eligibility, all new or returning GW employees must complete both Section 1 and Section 2 of Form I-9 within 3 days from their date of hire.

Note: You would need to have applied for a U.S. Social Security Numbers (SSN) prior to completing an I-9 as SSN’s are required when completing the I-9 because GW participates in E-Verify (# 335965).

Complete your Form I-9 In-Person
Section 1 of Form I-9 needs to be completed no later than the first day of employment.
Section 2 of Form I-9 needs to be completed by the third day of work.

To expedite the Form I-9 process, please follow the instructions provided below:

If you reside near the Washington, DC, or Virginia campuses, schedule an in-person appointment below:

- **Section 1**
  - Enter employer code 14290. After you finish, you’ll see a list of acceptable original documents you can bring to complete the in-person verification for Section 2.
    
    **Note:** Medical residents should complete Section 1 but do not need to register for an appointment, as Section 2 will be done at Orientation.

- **Section 2**
  - Section 2 requires you to present your documentation in person at either location listed below. We ask that you register for a campus location and time slot prior to showing up.
  - Please register for an appointment within 3 business days of your hire date.

If you require accommodation due to not residing near the Washington, DC, Maryland, or Virginia campuses, please contact GW HRIS Operations at 571-553-3679 or hris@gwu.edu.
### Locations for completing Section 2 of I-9

<table>
<thead>
<tr>
<th><strong>Virginia Science &amp; Technology Campus (VSTC)</strong></th>
<th><strong>Foggy Bottom Campus</strong></th>
<th><strong>Biostatistics Center (Rockville)</strong></th>
</tr>
</thead>
</table>
| Enterprise Hall  
44983 Knoll Square  
Ashburn, VA | Human Resource  
Management & Development  
2013 H Street, NW  
Washington, D.C 20006 | 6110 Executive Blvd  
Suite 750  
Rockville, MD |
| Monday - Friday  
9:00AM - 5:00PM  
Lunch Break: 1:00 pm to 2:00 pm | Monday - Friday  
9:00AM - 5:00PM  
Lunch Break: 1:00 pm to 2:00 pm | 301-816-8048  
By Appointment Only |
| Schedule Appointment formi9.youcanbook.me | Schedule Appointment formi9.youcanbook.me | |

Additional information is available on GW's website: [Employment Eligibility Verification](#)  
Please contact HRIS directly with any questions or concerns about completing your I-9 at [hris@gwu.edu](mailto:hris@gwu.edu) or 571-553-3679
After Orientation

**GWeb**

- Review and acknowledge **DC Wage Notification** in GWeb - In accordance with the District of Columbia’s Wage Theft Prevention Amendment Act, GW provides you with your current pay information.
  - If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or to apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting The Equal Employment Office and Employee Relations) by email at accommodations@gwu.edu or by phone at 202-994-9656, or by fax at 202-994-9658.

- Update your campus address
- Enter your emergency contact information
- Review the **University Payroll Calendar**

**Complete your Payroll forms**

- Within 2 business days of your I-9 completion (Part 1 AND Part 2), you will be able to access the employee portal (often referred to as “GWeb”) at it.gwu.edu/gweb.
- Use the **Direct Deposit setup instructions** to enroll in Direct Deposit
- Your Check and W4 Address can be updated using the **W4 Address Update Instructions**
- Update your Work location using the **Confirming/Updating Work Location Instructions**
  - Work location is where you work at least 50% of the time.
- Update your Federal Withholding using the **Federal Withholding Update Instructions**
- Set up State tax withholding - **State Withholding set up Instructions**
  - Only DC/MD/VA can be set up online.
  - For other states, please visit the Payroll Website and email the completed forms to payroll@gwu.edu *If you need to email forms, you MUST use your official GWU email address.
- **If you are a visa holder** contact the Tax Department to submit your tax forms and determine your tax situation - tax@gwu.edu
- Additional instructions regarding the GWEB, including how to review your pay stub or provide W2 electronic consent can be found here: hr.gwu.edu/employee-self-service
- For more information regarding Payroll, visit hr.gwu.edu/payroll. You can also email payroll@gwu.edu or call 571-553-4277 for any payroll related questions.

**Obtain your GWorld ID Card**

- The GWorld Card is the official ID card for the George Washington University and provides access to on-campus services such as building entry, dining plans, shuttles, and parking.
  - GWorld Cards are required for all postdocs who should have access to campus.
  - If you need help with this process please reach out to the GWorld Office at gworld@gwu.edu or 202-994-1795
Commuter Benefits

Traveling between campuses
While taking the shuttles, all students, faculty and staff will be required to show their GWorld Card to the driver upon request.

Campus Shuttles
- **To Mount Vernon Campus**
  - Foggy Bottom
    - Pickup: Tompkins Hall (23rd Street between G & H Street)
    - Dropoff: E Street between 20th & 21st Street, Tompkins Hall (23rd Street between G & H Street)
  - Mount Vernon
    - Pickup and Dropoff: Somers Hall
    - Dropoff Only: Campus Drive by the Southern end of the soccer field
- **To VSTC Campus**
  - Foggy Bottom
    - Funger Hall (G & 22nd)
  - VSTC
    - Enterprise Hall
    - Research Place
    - Innovation Hall
    - Exploration Hall

Metro Transportation
Full-time, part-time, student and temporary GW employees who are otherwise not eligible for benefits are eligible to participate in pre-tax commuter benefits including Metro Transit, Metro Parking and Select Pass.

- **Orange, Blue, and Silver** Metro lines have a stop on the Foggy Bottom campus
- **Innovation Center Metro Shuttle**
  - The Innovation Center Metro Station (located on the Silver Line) is the closest Metrorail station to VSTC.
    - Innovation Center Stop:
      - North Bus Bay G
    - Virginia Science & Technology Campus Shuttle Stops:
      - Enterprise Hall (44983 Knoll Square)
      - Research Place (45155 Research Place)
      - University Place/GW Boulevard
      - Innovation Hall and (45085 University Drive)
      - Exploration Hall (20101 Academic Way).
- SmartBenefits can be used for Metro transportation and parking or transferred to non-Metro providers.
- PayFlex Off-Campus and Occasional On-Campus Parking - GW offers all benefits-eligible employees a pre-tax deduction for parking expenses. Elect an amount based on your estimate monthly parking expenses by going to go.gwu.edu/enroll4benefits. Once funds have been deducted from your paycheck, you can then go to payflex.com to claim a reimbursement.
- For information regarding on-campus contract parking contact Parking Services.
Benefits

- **New Employee Enrollment**
  - To help you understand the scope of your benefits and payroll procedures, we strongly encourage you to attend the Benefits and Payroll Webinar for New Employees. The 60-minute webinar provides a thorough overview of your benefits and pay, and offers an opportunity to ask questions to our GW Benefits team member.
    - **Attend the Benefits webinar**, held **every Monday** at 2 pm.
    - Learn more about your benefits in the **Benefits Guide**.
  - Unless otherwise noted, you have **30 calendar days from your Date of Hire to enroll online and submit any required supporting documentation for your health and welfare benefits**.
  - The coverage effective date for most benefits is the first day of the month following your date of hire. If your date of hire is coincident with the first day of the month, the coverage effective date for most benefits is your date of hire.
  - If you do not enroll at that time, you will need to wait until Annual Open Enrollment - unless you have a **qualifying life event (QLE)**.
    - Changes made during Annual Open Enrollment are effective January 1 of the following year.

- **Enroll in Health & Welfare Benefits**
  - **First Step in Enrollment**
    - Log on to [go.gwu.edu/enroll4benefits](http://go.gwu.edu/enroll4benefits) within **30 calendar days of your hire date** (or change in benefits eligibility date) to enroll in your health and welfare benefits. This step-by-step **Online Enrollment Guide** can assist you with navigating the new system. Benefits elected become effective on the first day of the month following your hire date (unless your hire date is the first of the month, in which case, benefits are effective on your hire date).
  - **Add Dependents**
    - If you are adding dependents to your coverage, you must also submit supporting documentation to GW Benefits within 30 calendar days of your hire date in order to complete their enrollment. Examples of supporting documentation are provided in the next section. You can upload documentation directly into the **Benefits Enrollment System** after electing your benefits.
    - **Please note:** Dependent coverage is contingent on GW Benefits’ receipt of all required documentation within the required 30-calendar day timeframe.

- **Note To Full-time Faculty and Staff* about LTD Coverage**
  - If you have prior group Long-Term Disability (LTD) coverage, and would like to have the one-year waiting period for the GW-provided Basic LTD waived, please submit a
completed **LTD Year Waiver** form to GW Benefits via **email** or fax within 30 calendar days of your hire date.

- **Enroll in GW Retirement Savings Plan(s)**
  - Log on to [NetBenefits.com/GW](http://NetBenefits.com/GW) at any time to enroll in the **GW 403(b) Retirement Savings Plan**, for which you are immediately eligible (the sooner you start saving, the better). The 403(b) Plan allows you to make pre-tax or post-tax (Roth) contributions, and you may select Fidelity Investments and/or TIAA as your investment provider(s).
    - **Enrollment Note:**
      - Whether you select Fidelity or TIAA as your investment provider, your initial enrollment will be completed through the Fidelity NetBenefits portal. You are not required to enroll in the GW 403(b) Retirement Savings Plan within 30 calendar days of your hire date. You may enroll in the 403(b) at any time throughout the year.
  - **GW Base and Matching Contributions**
    - Once you have completed two years of benefits-eligible service at GW, you are eligible for the **401(a) Retirement Plan**, which governs the university base and matching contributions.
  - **Prior Higher Education Service**
    - If you have prior higher education service, you may be eligible to have some or all of the two-year waiting period for the for the 401(a) Plan waived. If you believe prior university service could apply to your two-year waiting period, submit the **401(a) Prior Employment Verification** form to your former employer before submitting the completed form to Benefits via email or fax.

- **Supporting Documentation**
  - If you are adding dependents to your coverage, you must also submit supporting documentation to GW Benefits within 30 calendar days of your hire date in order to complete their enrollment. You can submit documentation two ways.
    - You have the ability to upload documents in your Employee Profile on the confirmation page (at the top of the screen, click My Profile, then click Employee File) after making your benefit elections in the Benefits Enrollment System; or,
    - You may submit your supporting documentation via secure email at benefits@gwu.edu or fax at (571) 553-8385.

*Examples of supporting documentation are provided below*

*If you have a question as to whether a particular document would qualify, please contact GW Benefits in advance of your enrollment deadline.*
Contact Information
If you have any questions about this information or the details discussed during the Benefits and Payroll New Employee webinar, please feel free to contact us directly.

Benefits Call Center
The first point of contact for questions related to your health and welfare benefits plan, enrollment and eligibility.
(833) 698-0324
Hours:
Mon - Fri, 8 a.m. - 8 p.m. (ET)

<table>
<thead>
<tr>
<th>Relationship with dependent you are adding to your health and welfare benefits coverage</th>
<th>Supporting documentation that must be submitted to GW Benefits for review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>Copy of marriage certificate or a copy of last year’s tax returns</td>
</tr>
<tr>
<td>Domestic Partner</td>
<td>Completed Declaration of Domestic Partnership form.</td>
</tr>
<tr>
<td></td>
<td>Note: You must also provide the three required documents that are listed in this form.</td>
</tr>
<tr>
<td>Dependent Child</td>
<td>Copy of birth certificate or adoption papers</td>
</tr>
</tbody>
</table>

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GW Benefits
45155 Research Place
Suite 160
Ashburn, VA 20147

benefits@gwu.edu
Phone: (571) 553-8382
Fax: (571) 553-8385
Hours: Mon - Fri, 8:30 a.m. - 5 p.m. (ET)
hr.gwu.edu/benefits
Twitter @gw_benefits
Blog

Payroll Services
45155 Research Place
Suite 155
Ashburn, VA 20147

payroll@gwu.edu
Phone: (571) 553-4277
Fax: (571) 553-4406
Hours: Mon - Fri, 8:30 a.m. - 5 p.m. (ET)
hrgwu.edu/payroll
Twitter @gw_payroll
YouTube