



New Temporary 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.

Safety, Care and Efficiency are the Service Priorities here at GW. They embody what we prioritize at GW. Acceptance of this offer of employment also constitutes your agreement that you will comply with university policies relevant to your positions, including all university policies on conflict of interest, the Title IX Sexual harassment and Related Conduct Policy, Policy on Prohibited Relationships with Students, Nepotism and Personal Relationships in Employment Policy, and Equal Opportunity, Nondiscrimination, Anti-Harassment and Non-Retaliation Policy.

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.

Please complete the online Biographic/Demographic Data Form, as soon as possible, [here](#).

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



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**

- Complete Section 1 digitally at <http://www.newi9.com/> on or before your date of hire.
- 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

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

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 or 571-553-3679

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 Tax 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
 - Fungler 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), and
 - 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](#).

Enroll in GW Retirement Savings Plan(s)

- Log on to 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.
 - Part-time faculty are not eligible for university contributions.
- **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.