



## *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.

*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](mailto: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.*

## 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](mailto: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](https://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 eligibility of an employee to legally work in the United States and at GW and is necessary to complete within 3 days of hire. To facilitate the timely completion of your Form I-9, please complete ONE of the following options:

**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).

### Option #1: Complete your Form I-9 Anywhere (recommended)

- [Click this electronic Form I-9 link](#) to access the I-9 Anywhere service, and select "GWURemoteI9" as the dropdown option, on or before your date of hire.
- The electronic Form I-9 will direct you to complete Section 1 of the Form I-9, then you will be brought to the scheduling tool to set your Section 2 completion appointment. ***Be sure to pick a day and time that you are fairly certain you can make, as the university incurs a no-show fee.***

### Option #2: Complete your Form I-9 In-Person

**Note:** If you live within 15 miles of the Foggy Bottom or VSTC Campuses, you may complete this in-person by scheduling an appointment below:

1. **Complete Section 1 digitally** at [www.newi9.com](http://www.newi9.com) on or before your date of hire, then 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.
2. **Section 2 requires you to present your documentation in-person** at either the Foggy Bottom Campus or the VSTC Campus. We ask that you register for a campus location and time slot before showing up. Please register for an appointment within 3 business days of your hire date. [Click here to register for an appointment.](#)



## Locations for completing Section 2 of I-9

<b>Virginia Science &amp; Technology Campus (VSTC)</b>	<b>Foggy Bottom Campus</b>	<b>Biostatistics Center (Rockville)</b>
<p>Enterprise Hall 44983 Knoll Square Ashburn, VA</p> <p><b>Monday - Friday</b> <b>9:00AM - 5:00PM</b> Lunch Break: 1:00 pm to 2:00 pm</p> <p>Schedule Appointment <a href="http://formi9.youcanbook.me">formi9.youcanbook.me</a></p>	<p>Human Resource Management &amp; Development 2013 H Street, NW Washington, D.C 20006</p> <p><b>Monday - Friday</b> <b>9:00AM - 5:00PM</b> Lunch Break: 1:00 pm to 2:00 pm</p> <p>Schedule Appointment <a href="http://formi9.youcanbook.me">formi9.youcanbook.me</a></p>	<p>6110 Executive Blvd Suite 750 Rockville, MD</p> <p>301-816-8048</p> <p><b>By Appointment Only</b></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](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](mailto: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](http://it.gwu.edu/gweb).
- Enroll in [Direct Deposit](#)
- Update your Check and W4 Address - [W4 Address Update Instructions](#)
- Update your Work location address - [Confirming/Updating Work Location Instructions](#)
  - *Work location is where you work at least 50% of the time.*
- Update your Federal Withholding - [Federal Withholding Update Instructions](#)
- Set up State tax withholding - [State Withholding set up Instructions \(PDF\)](#).
  - **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](mailto: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](mailto: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](http://hr.gwu.edu/employee-self-service)
- For more information regarding Payroll, visit [hr.gwu.edu/payroll](http://hr.gwu.edu/payroll). You can also email [payroll@gwu.edu](mailto: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](mailto: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 (23<sup>rd</sup> Street between G & H Street)
    - Dropoff: E Street between 20<sup>th</sup> & 21<sup>st</sup> Street, Tompkins Hall (23<sup>rd</sup> 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 & 22<sup>nd</sup>)
  - 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](http://go.gwu.edu/enroll4benefits). Once funds have been deducted from your paycheck, you can then go to [payflex.com](http://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 Wednesday** at 1pm.
  - 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](#) 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](mailto: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.*



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

### 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)

GW Benefits	Payroll Services
45155 Research Place Suite 160 Ashburn, VA 20147	45155 Research Place Suite 155 Ashburn, VA 20147
<a href="mailto:benefits@gwu.edu">benefits@gwu.edu</a>	<a href="mailto:payroll@gwu.edu">payroll@gwu.edu</a>
Phone: (571) 553-8382	Phone: (571) 553-4277
Fax: (571) 553-8385	Fax: (571) 553-4406
Hours: Mon - Fri, 8:30 a.m. - 5 p.m. (ET)	Hours: Mon - Fri, 8:30 a.m. - 5 p.m. (ET)
<a href="http://hr.gwu.edu/benefits">hr.gwu.edu/benefits</a>	<a href="http://hr.gwu.edu/payroll">hr.gwu.edu/payroll</a>
<a href="#">Twitter</a> @gw_benefits	<a href="#">Twitter</a> @gw_payroll
<a href="#">Blog</a>	<a href="#">YouTube</a>