



## *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](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.*

**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](mailto:ithelp@gwu.edu) or calling 202-994-4948



## COVID-19

*GW requires students, faculty, and staff to be fully vaccinated (including a booster shot) against COVID-19, unless they receive an approved exemption.*

- Upload documentation of your full series of a COVID-19 vaccine and booster to the [medical portal](#) within 3 business days. Instructions on how to upload your documentation are available [online](#).
- Please review additional information regarding the [university vaccine requirement and protocols](#).
- Currently, we are no longer requiring bi-weekly COVID-19 testing\*; however, if you are interested there are appointments available at both campuses and can be made through the medical portal.  
*\*testing protocols are subject to change at the discretion of the university*
- Visit the **Campus Assistance Portal** for troubleshooting and assistance related to:
  - Campus GWorld Access
  - COVID-19 Testing
  - COVID-19 Symptom Surveys
  - Access Badge Status

## Employment Verification

### Complete both Section 1 and Section 2 of Form I-9

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.

### I-9 (Section 1)

- Section 1 is completed online: [Go to the Equifax I-9 Management portal](#)
  - Enter the employer code 14290 when prompted
- See the [Electronic I-9 FAQ](#) for more details on how to access and complete Section 1.
- Once Section 1 is completed, the list of acceptable documents for Section 2 will be presented to you.
  - Within three (3) business days of your start date, please bring the required documents to one of our I-9 verification centers to complete Section 2 of the I-9 in person.

**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).

### I-9 (Section 2)

- Section 2 requires you to present your documentation in-person at one of these locations within 3 days from your date of hire.
  - A list of acceptable documents for proving identity and employment eligibility will be presented to you after you complete Section 1 of the I-9.



## Locations for completing Section 2 of I-9

<b>Virginia Science &amp; Technology Campus (VSTC)</b>	<b>Faculty &amp; Staff Service Center (Foggy Bottom)</b>	<b>Biostatistics Center (Rockville)</b>
<p>Enterprise Hall 44983 Knoll Square Ashburn, VA</p> <p><a href="mailto:hris@gwu.edu">hris@gwu.edu</a> 571-553-3679</p> <p><b>Monday - Friday 9:00AM - 4:00PM</b></p> <p>Lunch Break: 1:00pm to 2:00pm</p>	<p>University Student Center Suite 242 800 21<sup>st</sup> Street NW Washington, DC 20052</p> <p><a href="mailto:FSSC@gwu.edu">FSSC@gwu.edu</a> 202-994-8500</p> <p><b>Monday - Friday 8:30AM - 5:00PM</b></p> <p>Lunch Break: 12:30pm to 1:30pm</p>	<p>6110 Executive Blvd Suite 750 Rockville, MD</p> <p>301-816-8048</p> <p><b>By Appointment Only</b></p>

### Remote I-9 Procedure:

If you live outside the DC, Maryland and Virginia area, you have the option to complete your Form I-9 remotely via our I-9 Anywhere Service.

- Click the [electronic Form I-9 link](#) to access the I-9 Anywhere service, select "GWU-Remote" as the dropdown option.
- The electronic Form I-9 will direct the employee to complete the Section 1 of the I-9, except they will be brought through the scheduling tool to set their Section 2 completion appointment in accordance with federal law requirements.
- Be sure to pick a day and time that you are fairly certain you will be able to make, as the university incurs no show fees.
- Please also note that Equifax uses a nationwide network of USCIS compliant remote service providers. This can include retail chains such as the UPS store and other small local businesses. These site operators are trained with completing Section 2 and follow proper CDC COVID-19 guidelines.

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



## 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), 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.