

## VA-MD-DC Initial State Withholding set up

- ❖ Only VA-MD-DC can be set up on the GWEB. For other states, visit the Payroll website: <https://hr.gwu.edu/payroll-forms> and submit the completed forms to [payroll@gwu.edu](mailto:payroll@gwu.edu)

Log in to the [GWEB Information System](#)

The screenshot shows the GW Technology GWeb Sign-on page. The browser address bar displays <https://it.gwu.edu/gweb>. The page header includes the GW Technology logo and a 'GET HELP' button. A navigation bar contains links for 'I want to', 'Services', 'Resources for', 'Alerts', 'Security', and 'About'. A sidebar on the left lists various services such as 'Telecommute', 'Log In To GWeb', 'About GWeb Access', 'Access Blackboard', 'Access Internet', 'Activate or access GW email', 'Chat with Martha', 'Download Software', 'Reset my email password', 'Reset my GWeb PIN', 'Reset my voicemail PIN', and 'Set up my office phone'. The main content area features the heading 'GWeb Sign-on' and the instruction 'Sign in using the appropriate button below.' Below this, there are two columns of buttons. The left column, titled 'Access with GW Email', contains three buttons: 'Current Students', 'Current Faculty & Staff', and 'Alumni as of 2019'. The right column, titled 'Access with GWID & PIN', contains three buttons: 'Applicants', 'Former Faculty & Staff', and 'Alumni prior to 2019'. A yellow callout box with the text 'Click Current Students, Faculty/Staff, or Alumni as of 2019' has three red arrows pointing to the 'Current Students', 'Current Faculty & Staff', and 'Alumni as of 2019' buttons. A red box highlights the 'Access with GW Email' heading.

- ❖ Use your [@gwu.edu](#) email address

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Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/twbkwbis.P\_GenMenu?name=pmenu.P\_Main

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THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC

**GWeb**  
INFORMATION SYSTEM

Personal Information Menu **Employee Information Menu** GW Alert Login Portal

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## Employee Information

The George Washington University makes every reasonable effort to collect and maintain accurate data regarding its employees. However, in the event that the information contained herein is incorrect due to a clerical error or an omission, the University shall not be held liable for any special, consequential, exemplary, or other damages or losses that may directly or indirectly result from the viewer's use of or reliance upon, this material. Therefore, please carefully read the information herein, proofread your changes and report any inaccuracies to Human Resources, Benefits Administration or Payroll Services.

**Please note the new menu item below. The Employee Information menu item will launch the new Banner 9 Employee Self-Service application where you will now find Labor Redistributions among other more modern features. Click [here for the Labor Redistribution User Guide](#).**

- Employee Information NEW**
  - Labor Redistributions
  - Effort Reporting
  - Employee Profile
- Retirement Benefits**

Please visit [NetBenefits](#) or call a retirement plan representative at 1-800-343-0860 to access your retirement savings information. You can also visit the [Benefits](#) website.
- Health and Welfare Benefits**

Please visit [EasyEnroll](#) to newly enroll in the health and welfare plans. You can also visit the [Benefits](#) website.
- Pay Information**
  - View your Pay Stubs
  - View your Direct Deposit breakdown.
  - View your Modify Direct Deposit.
  - View your Earnings History.
  - View your Deductions History.
  - View your D.C. Wage Notification.
  - View your Easy View Paycheck - On-Line Direct Deposit Notification
- Tax Forms**
  - View W-4 information.
  - Print your W2-Form

Under the Employee Information Menu Tab, Click Health and Welfare Benefits

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https://banweb.gwu.edu/PRODCartridge/twbkwbis.P\_GenMenu?name=pmenu.P\_BenMer

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**GWeb**  
INFORMATION SYSTEM

Personal Information Menu Employee Information Menu GW Alert Login Portal

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## Benefits and Deductions

-  [Retirement Plans](#)  
If you are eligible to participate in the GW Retirement Plans, please visit [NetBenefits](#) to access your investment accounts. This site allows you to enroll with either investment provider (TIAA or Fidelity), change your payroll control number, change investment providers and more! For additional information, visit the [Benefits](#) website.
-  [Health & Welfare Benefits Plans](#)  
If you are eligible to participate in the GW Health & Welfare benefits plans, please visit [EasyEnroll](#) to newly enroll, make changes due to a qualifying life event, view your current elections and more! To speak with a customer service representative call **1 (888)-4GWUBEN (or 1-888-449-8236)**. For additional information, visit the [Benefits](#) website.
-  [Taxes and Miscellaneous](#)  
View your payroll taxes and other miscellaneous deductions. For Payroll questions please contact the payroll department at payroll@gwu.edu.

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Click on Taxes and  
Miscellaneous

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https://banweb.gwu.edu/PRODCartridge/bwpkdcmn.P\_DispednCurMisc

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**Deductions:**

[History](#) | [Update](#) | [Contributions or Deductions](#)

**SmarTrip Trans. Reduction**  
 Benefit or Deduction as of date: 06/11/20  
 Status of Benefit or Deduction: Terminated  
 Start Date: 09/11/16  
 End Date: 10/09/16  
 Employee Reduction Amount: .00  
 Annual Limit: .00

[History](#) | [Contributions or Deductions](#)

**Virginia Income Tax**  
 Benefit or Deduction as of date: 06/11/20  
 Status of Benefit or Deduction: Active  
 Start Date: 06/09/14  
 End Date:  
 #Exmptns: 1  
 Additional Withholding:

[History](#) | [Update](#) | [Contributions or Deductions](#)

Add a New Benefit Or Deduction

[ [Retirement Plans](#) | [Health Insurance](#) ]

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Click Add a New Benefit or Deduction to add a new state tax withholding.

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Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/bwpkdcmn.P\_UpdateDednSelNew

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THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC

**GWeb**  
INFORMATION SYSTEM

Personal Information Menu Employee Information Menu GW Alert Login Portal

Search  Go [SITE MAP](#) | [HELP](#) | [EXIT](#)

**Select New Benefit/Deduction**

For information regarding benefit offerings, plan details, enrollment instructions and more, please visit <http://financeoffice.gwu.edu/benefits>.

**Benefit or Deduction Eligible as of 06/11/20**

Description	Message My Choice
District of Columbia Inc. Tax	<input checked="" type="radio"/>
GW Gift Deduction GWeb	<input type="radio"/>
Maryland Income Tax	<input type="radio"/>
Virginia Income Tax	<input type="radio"/>

Select Benefit

[Miscellaneous](#)

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Choose the correct state tax and click Select Benefit.

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Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/bwpkdcmn.P\_UpdateDednMisc?dcde=VA

### Update Miscellaneous Benefit Information

Enter your desired payroll deduction and click the Submit Changes button. The Effective Date of Change must be in the current or future pay period. Please refer to the [payroll calendar](#) for help.

If you are making a sustaining gift to GW through a payroll deduction, thank you and the Annual Giving team ([giving@gwu.edu](mailto:giving@gwu.edu)) will follow-up with an email to confirm your gift allocation. You may designate your gift to any campus fund. If we do not hear back from you, your gift will support the Power & Promise fund for student aid.

**In order to claim Exempt from Withholding, you must complete a [paper form](#)**

\* - indicates a required field.

**Virginia Income Tax**  
Deduction Effective as of: 06/01/20

If your last name differs from that shown on your Social Security Card, check here.   
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:\*   
Note: Effective Date must be in the current or future pay period.

Deduction Status:\*   
You are not subject to withholding if you meet any one of the conditions listed below and a VA-4 must be filed with your employer for each calendar year you claim exemption from Virginia withholding.

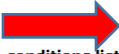
- a. You had no liability for Virginia income tax last year and you do not expect to have any liability for this year
- b. You expect your Virginia adjusted gross income to be less than the amount shown below for your filing status:
  - Single \$11,950
  - Married \$23,900
  - Married, filing separate return \$11,950

If you are claiming exemption under the Servicemember Civil Relief Act, as amended by the complete a paper VA-4 and send to Payroll Services.

#Exmptns 99 :\*   
Additional Withholding 999999.99 :

Miscellaneous

Choose your start date as the effective date.



Active  
Active  
Exempt  
Inactive

Choose Active and update your filing status, number of allowances or additional withholding, if any, and click Certify Changes.



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https://banweb.gwu.edu/PRODCartridge/bwpkdcmm.P\_UpdateDednMisc?dcde=VA

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Enter your desired payroll deduction and click the Submit Changes button. The Effective Date of Change must be in the current or future pay period. Please refer to the [payroll calendar](#) for help.

If you are making a sustaining gift to GW through a payroll deduction, thank you and the Annual Giving team ([giving@gwu.edu](mailto:giving@gwu.edu)) will follow-up with an email to confirm your gift allocation. You may designate your gift to any campus fund. If we do not hear back from you, your gift will support the Power & Promise fund for student aid.

**In order to claim Exempt from Withholding, you must complete a [paper form](#)**

\* - indicates a required field.

**Virginia Income Tax Deduction Effective as of:**

If your last name differs from Note: See Form W-4 instructions

Effective Date of Change MM Note: Effective Date must be in

Deduction Status:\* Active

You are not subject to withholding if you meet any one of the conditions listed below. Form VA-4 must be filed with your employer for each calendar year you claim exemption from Virginia withholding.

a. You had no liability for Virginia income tax last year and you do not expect to have any liability for this year

b. You expect your Virginia adjusted gross income to be less than the amount shown below for your filing status:

- Single \$11,950
- Married \$23,900
- Married, filing separate return \$11,950

If you are claiming exemption under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act you must complete a paper VA-4 and send to Payroll Services.

#Exmptns 99 :\*

Additional Withholding 999999.99 :

Delete this change:

Note: If you have altered any values on this page you will not be able to delete this record.

Certify Changes

Restore Original Values

Miscellaneous

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

OK Cancel

Confirm your selection

The screenshot shows a web browser window with the URL [https://banweb.gwu.edu/PRODCartridge/bwpkdupd.P\\_UpdateDednProcess](https://banweb.gwu.edu/PRODCartridge/bwpkdupd.P_UpdateDednProcess). The page header includes "THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC" and "GWeb INFORMATION SYSTEM". Navigation tabs include "Personal Information Menu", "Employee Information Menu", and "GW Alert Login Portal". A search bar is present with a "Go" button and links for "SITE MAP", "HELP", and "EXIT".

### Tax Update Confirmation

The updates you requested were successfully processed and will be effective for the pay period selected. If you wish to make changes to your state withholding click Miscellaneous.

[Miscellaneous](#)

[ [Benefits and Deductions Menu](#) | [Employee Main Menu](#) | [More](#) ]

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Choose Miscellaneous to verify your changes and see your current elections.

You can also use this same screen to update your Federal tax withholding W4.