If confirming your work location for the first time, please click on the Employee Information Tab or Header to get started.

If you have previously confirmed your work location and need to make an update, please click on the Personal Information Menu to get started.
Review Work Location Address and Supervisor Email information listed on Employee Address screen.

Please Note:

Work Location is the address of where you work more than 50% of your time.

Telecommuters: Your work location should reflect where you physically work more than 50% of the time (i.e. not where your department resides or where your work is assigned from.) To review FAQs please visit https://payroll.gwu.edu/gweb-information.

1. If Supervisor Email and Work Location Address are correct.

If Supervisor Email and Work Location address are correct, click “Confirm Address” from bottom of page.
2. If Work Location address is correct but the Supervisor email is missing or incorrect, enter correct information in the Alternate Supervisor Email box and click “Confirm Address.”
3. If Supervisor Email is correct but Work Location address is incorrect.

If Supervisor Email is correct but Work Location address is incorrect, click “Update Address” and follow the instructions below.
Click on “Current” under Work Location.

Use today’s date as the “Valid From” Date and update your Work Location address then click “Submit”.
From the Update Addresses and Phones – Select Type Page, click “Address Verification”.

From the Employee Address Page, click “Confirm Address”.

Employee Address

All benefit eligible employees are required to confirm their home and campus address as we prepare for open enrollment and year end wage reporting (W-2). These addresses will be used by benefits and your benefit carriers to issue the new plan year ID cards for health, dental, etc. The campus address is also used by payroll for mailing your Form W-2.
4. If Supervisor Email is correct but no Work Location address is listed.

If Supervisor Email is correct but no Work Location address is listed, select “Update Address”.
Select “Work Location” from the “Type of Address to Insert” drop down box and click “Submit”.

Use today’s date as the “Valid From” Date and update your Work Location address then click “Submit”.
From the Update Addresses and Phones – Select Type Page, click “Address Verification”.

From the Employee Address Page, click “Confirm Address”.

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**From the Update**

**Addresses and Phones** –
Select Type Page, click “Address Verification”.

**From the**

**Employee**

**Address Page**, click “Confirm Address”.

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

**Search** | **Go** | **NT**

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**Employee Address**

All benefit eligible employees are required to confirm their home and campus address as we prepare for open enrollment and year end wage reporting (W-2). These addresses will be used by benefits and your benefit carriers to issue the new plan year ID cards for health, dental, retirement, etc. A W-4 address is also used by payroll for mailing your Form W-2.

**Addresses**

**Campus Office**
- Current: Benefits Administration
- Current: 4813 Research Place 100
- Ashburn, Virginia 20147

**Check & W4 Address**
- Current: 1600 Pennsylvania Ave NW
- Washington, District of Columbia 20001

**Work Location**
- Current: 4515 Research Pk
- Ashburn, Virginia 20147
- United States of America

**Alternate Supervisor Email:**
To confirm that your W4, Campus, and Work Location Address are correct, please click the Confirm Address button below. If any address is incorrect or missing, please select Update Address for details on how to update your W4, Campus, and Work Location Address changed. After you successfully change your Work Location Address you will need to come back to this page to confirm address change either by clicking on link “Address Verification” at bottom on next page or come back to Employee Information tab.