Personal Information: Work from Home

VIEWING YOUR WORK LOCATION

Work Location is public information. You can see the name of the building any worker is located. You can see your own work location by:

- **1.** Navigate to the **Personal Information** application on the Workday homepage.
- 2. Select About Me under View

On the right hand side of the screen, you can see your **Location** and, if applicable, your **Work Space**.

Location	Ø Work from home (Pennsylvania)
Work Space	\odot Work from home (Pennsylvania) > Hybrid (660 Baltimore Drive)

- If your Manag
 - If your **Location** and/or **Work Space** is incorrect, your Manager must submit a <u>Change Job</u>.
- A few rows below the Location / Work Space is your Work Address. If you work at a Geisinger building, it will show that building's address.

If you **Work from home**, a generic address of 123 Main Street will be displayed. **A generic address displays to protect your privacy since Work Address is public information**.

Work Address

I23 Main St Harrisburg, PA 17025 United States of America

Personal Information

CONFIRMING YOUR WORK ADDRESS

When you Work from home, Workday uses your Home Address as your **Work (Primary)** address for taxation purposes. To confirm this:

- 1. On the left hand side of the screen, select Contact.
- 2. Scroll down to Work Contact Information.
- Here you will see the generic address as your Business address. You will also see your home address as your Work (Primary) address.

Work Contact Information						
Turn			on the new tables view			
Addresses 2 items	₩ = 🗆	2				
Address	Usage	Visibility	Effective Date			
123 Main St Harrisburg, PA 17025 United States of America	Business	Public	08/15/2021	*		
987 Maple Drive Mountain Top, PA 18707 United States of America	Work (Primary)	Private	08/16/2021	-		
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If you've moved, be sure to update your home address.

Additionally, you can <u>confirm your tax elections</u>.

If you have any questions, contact the **Employee Contact Center** at 570-271-6640 or via email at **EmployeeContactCenter@geisinger.edu**.

Geisinger