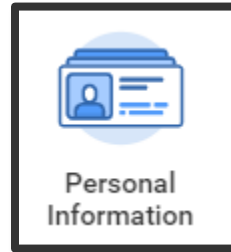


Personal Information: Work from Home

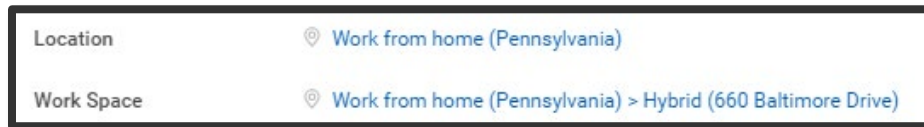
VIEWING YOUR WORK LOCATION

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**



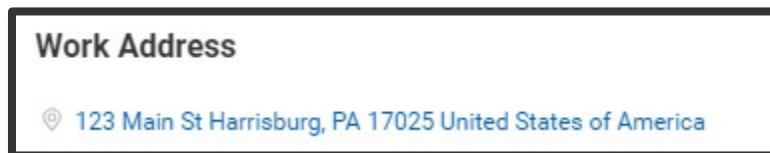
On the right hand side of the screen, you can see your **Location** and, if applicable, your **Work Space**.



If your **Location** and/or **Work Space** is incorrect, your Manager must submit a [Change Job](#).

3. 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.

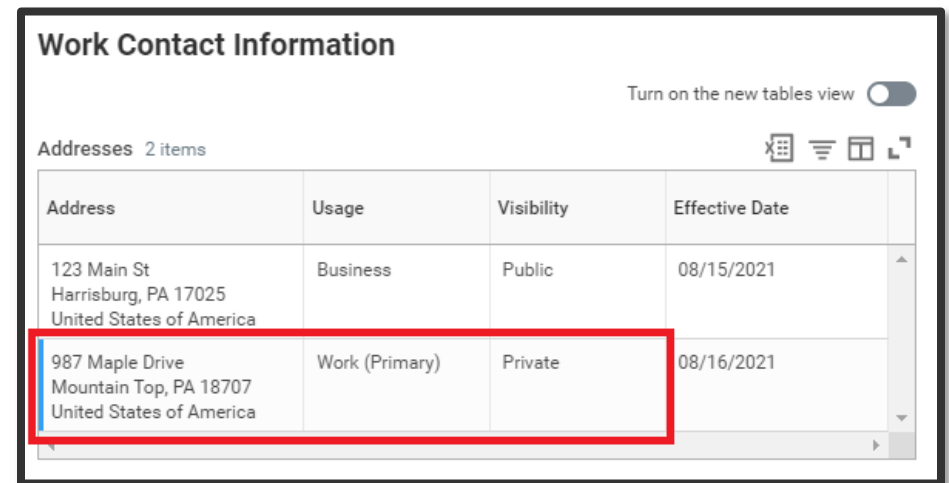
If you **Work from home**, a generic address of 123 Main Street will be displayed. **A generic address displays to protect your privacy since Work Address is public information.**



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.
3. Here you will see the generic address as your **Business** address. You will also see your home address as your **Work (Primary)** address.



If you've moved, be sure to [update your home address](#). Additionally, you can [confirm your tax elections](#).

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