



As you know, as a JHU employee you are required to maintain your Personal Information, including your Permanent Address, in [Employee Self-Service](#). **A new section now appears in ESS that allows you to also enter a Remote Work Address**, which is any off-site location where you conduct work on behalf of the university.

Staff who work in a hybrid, modified hybrid, or remote role are asked to ensure that your Remote Work Address is accurately reflected in ESS. **If you only work on-site or from your permanent address (your home address), then your ESS data is complete.** Please confirm that your permanent (home) address is accurate in ESS, and no further action is needed.

If, however, you have worked somewhere other than your on-site location or your permanent address for a period of three weeks or longer (15 or more consecutive business days) during the 2024 calendar year, you will need to enter that additional location in Remote Work Address, along with the dates you worked for the university from that address. For example, if you were approved to work at an alternate location for a month during the summer, you

would enter that address and the dates you worked for JHU from there in Remote Work Address.

This new functionality is **live in ESS today** (Oct. 1), and you have two weeks (until Oct. 15) to validate your data. **This is important because a new Remote Work Address may require the university to remit 2024 taxes in another state and issue you a W-2 for that state.**

If you have any questions before this functionality goes live, please contact ESS@jhu.edu. We'll share more information on this important request in the next couple of weeks.