

Yale University
Home Address and Work Location
Frequently Asked Questions (FAQs)

1. *Why is the University requesting that I confirm and/or update my home address and work location?*

The University is in the process of updating its employee records database. In an effort to ensure that University records properly reflect your current home address and work location, we are requesting that you complete a brief online questionnaire to confirm and/or update this information.

This information will assist the University in complying with state requirements related to its employees (e.g., state tax withholding and reporting, state unemployment insurance compensation, etc.).

2. *What is a home address?*

Your home address is the address of your primary residence for tax purposes (i.e., the state where you file a resident individual income tax return and not a state where you file a nonresident individual income tax return).

3. *What is a work location?*

Your University work location is the place where you routinely perform services as an employee of the University during your normal work hours on an ongoing basis. If you anticipate that you will perform services for the University at a specific location outside of Connecticut for a nonsubstantial amount of time (for purposes of this questionnaire, a period of less than 30 days is considered nonsubstantial) during the calendar year, this location should not be considered a work location.

- *Conferences and Symposiums:* Attendance at a conference or symposium outside of Connecticut should not be considered a work location.

- *Field Work and Coverage of Territories Outside of Connecticut:* If you routinely perform field work or perform services for the University in a specific territory or region outside of Connecticut, please contact your Human Resource Generalist <http://www.yale.edu/hronline/hrgeneralist/specialists.html> or the Human Resources (HR) representative for your school or department for assistance in completing the work location section of this questionnaire.

- *Work Location Outside of the United States:* If your work location is outside of the United States, you only need to indicate that your work location is outside of the United States.

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4. *How do I report my work location if I have more than one work location?*

If you have more than one work location and none of these work locations is outside of Connecticut, you only need to indicate that your work locations are in the State of Connecticut.

If you have more than one work location and one of these work locations is outside of Connecticut, please first complete the primary work location and the percentage of time devoted to this work location. If you provide a percentage that is less than 100%, you will be prompted to complete an additional work location(s) until the total work location percentage is 100%.

Remember, your University work location is the location where you perform your services as an employee of the University during your **normal work hours**.

5. *What if I work from home during normal work hours?*

If you work from home during your **normal work hours** and your home location and other work location, if applicable, are in Connecticut, you only need to indicate that your work location(s) is in the State of Connecticut.

If you work from home during your **normal work hours** and your home location or other work location is outside of the State of Connecticut, please provide your home work location as well as other work locations and the percentage of time that you work at each location.

6. *What if I am currently on a leave of absence?*

If you are currently on a University leave of absence, please complete your home address and work location information.

Work location while on a leave of absence

Generally, your work location remains the same as if you were not on leave.

If you engage in remunerative employment while on leave from Yale (typically while on leave of absence without salary), your work location(s) is the location(s) where services are performed. This is the case, whether you are paid directly by the other institution or by reimbursement to Yale.

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7. *If my home address and/or work location change, when and how should I notify the University?*

The University's HR Employee Self-Service Application has been enhanced to enable employees to update future home address and work location changes. You should make any updates to your home address and work location at the time of any change.

8. *Will the information I provide be used to update the Yale University Directory?*

For individuals who publish their home addresses in the Yale University Directory, home address updates reported in this online questionnaire will be reflected in the Yale University Directory.

9. *Who do I contact if I have additional questions?*

For technical questions, please contact the University help desk at (203) 432-9000 or helpdesk@yale.edu.

For all other questions, please contact your Human Resource Generalist <http://www.yale.edu/hronline/hrgeneralist/specialists.html> or the Human Resources (HR) representative for your school or department.