To accommodate employee's splitting time working on campus and remotely outside of the City of Philadelphia, the Payroll Department in collaboration with Drexel IT have developed an app to track work location. The Work Location Certification app allows employees to elect up to 3 work locations. Local payroll taxes will be applied according to the provided percentages.

Work location certifications may be updated as often as necessary. The latest certification before a payroll deadline will apply to each payroll. Employees only need to complete a certification when their work locations change.

Instructions on completing the Work Location Certification:

1. Go to the Employee tab of DrexelOne and select "Work Location Certification" in the "Employee Information" section. This will open the app.
2. Click on Step 1 to Certify Permanent Address.

Work Location Certification

View Previous Certifications

In order for your payroll taxes to be deducted correctly, the Payroll Department needs to know where you are working during each pay period. This process has been developed to allow you to record your work locations and update as needed. The changes will be applied in the next available pay period, and the response you provide will carry forward until you make a change. For Pennsylvania residents, the process is three steps while residents of other states have two steps to complete. For more instruction, refer to the **FAQs** on the Payroll website.

Begin by clicking, Step 1: Certify Permanent Address

Step 1: Certify Permanent Address

Step 2: Certify Municipality (PA Residents With a PERMANENT home address outside of Philadelphia ONLY)

Step 3: Certify Work Location(s)

3. If the displayed home address is correct, click certify home address and continue to instruction #5. If the address needs to be updated, click "Update Address" and continue to instruction #4.

Work Location Certification

View Previous Certifications

In order for your payroll taxes to be deducted correctly, the Payroll Department needs to know where you are working during each pay period. This process has been developed to allow you to record your work locations and update as needed. The changes will be applied in the next available pay period, and the response you provide will carry forward until you make a change. For Pennsylvania residents, the process is three steps while residents of other states have two steps to complete. For more instruction, refer to the **FAQs** on the Payroll website.

Begin by clicking, Step 1: Certify Permanent Address

Step 1: Certify Permanent Address

The current PERMANENT home address on file for you is:

1000 Darby Rd
Havertown
PA
19083-3616

If this address is correct, click the certify button below to continue to the next step. Otherwise, click the update address button to update your home address that you will certify.

Update Address

I certify that my home address is correct.

Step 2: Certify Municipality (PA Residents With a PERMANENT home address outside of Philadelphia ONLY)

Step 3: Certify Work Location(s)

4. After you click "Update", you will see the following. Enter the correct information and click "Save." The app will return to Step 1 where the updated address will display. Click certify home address.

Work Location Certification

View Previous Certifications

In order for your payroll taxes to be deducted correctly, the Payroll Department needs to know where you are working during each pay period. This process has been developed to allow you to record your work locations and update as needed. The changes will be applied in the next available pay period, and the response you provide will carry forward until you make a change. For Pennsylvania residents, the process is three steps while residents of other states have two steps to complete. For more instruction, refer to the **FAQs** on the Payroll website.

Begin by clicking, Step 1: Certify Permanent Address

Step 1: Certify Permanent Address

Street Line 1 [195 Saxer Ave]
Street Line 2 [ ]
Street Line 3 [ ]
City [Springfield]
State [PA]
Zip Code [19064]

[Save]   [Cancel]

Step 2: Certify Municipality (PA Residents With a PERMANENT home address outside of Philadelphia ONLY)

Step 3: Certify Work Location(s)

5. If you are not a Pennsylvania resident or you are a Pennsylvania resident residing in Philadelphia, the app will go directly to Step 3. You do not need to complete Step 2 – Certify Municipality.
If you are a resident of Pennsylvania outside of Philadelphia, you need to complete Step 2. Here you will select the municipality in which you live. The Municipality will be used to determine the applicable local payroll tax which will be deducted from your pay. Once the municipality is selected, click "Confirm Municipality"

Work Location Certification

View Previous Certifications

In order for your payroll taxes to be deducted correctly, the Payroll Department needs to know where you are working during each pay period. This process has been developed to allow you to record your work locations and update as needed. The changes will be applied in the next available pay period, and the response you provide will carry forward until you make a change. For Pennsylvania residents, the process is three steps while residents of other states have two steps to complete. For more instruction, refer to the **FAQs** on the Payroll website.

Begin by clicking, Step 1: Certify Permanent Address

Step 1: Certify Permanent Address

Step 2: Certify Municipality (PA Residents With a PERMANENT home address outside of Philadelphia ONLY)

For Pennsylvania Residents, provide the municipality for your permanent home address certified in Step 1. If you do not know your municipality, click **here** to retrieve that information from the PA State website.
Note: This municipality will be used to determine your local tax if you are spending any time working from your permanent home address.

Municipality: [▾]

[Confirm Municipality]

Step 3: Certify Work Location(s)

6. Step 3 – Certify Work Location(s) allows you to enter the percentage of time you will be working on Drexel campuses or at your Permanent Home Address. You may select up to three locations, but only one is necessary. The response here will be used to determine your state and local taxes. You can update this each pay period. If you do not make changes, the payroll taxes will continue according to the most recent certification. Employees are responsible for providing accurate information.

Work Location Certification

View Previous Certifications

In order for your payroll taxes to be deducted correctly, the Payroll Department needs to know where you are working during each pay period. This process has been developed to allow you to record your work locations and update pay period, and the response you provide will carry forward until you make a change. For Pennsylvania residents, the process is three steps while residents of other states have two steps to complete. For more instruction, refer to t

Begin by clicking, Step 1: Certify Permanent Address

Step 1: Certify Permanent Address

Step 2: Certify Municipality (PA Residents With a PERMANENT home address outside of Philadelphia ONLY)

Step 3: Certify Work Location(s)

Please indicate where you are performing your work and the percentage of time spent at each location. For more instruction, refer to the **FAQs** on the Payroll website.

Employees who live in Philadelphia will be charged 100% of the Philadelphia resident wage tax.

University City Campus ▾	60	%
Permanent Home Address ▾	40	%
-Select a Work Location- ▾		%

Total Percent

100%

I certify that my work Location(s) are correct.