

# The Goodwin Living Team Update

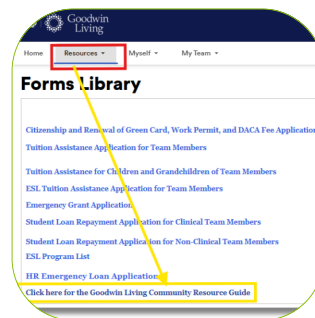
## News You Can Use

November 21, 2025 | [Bit.ly/gl-team-update](https://bit.ly/gl-team-update)

### Resources for Team Members

The Wellness Advance Team would like to share resources to help support our team members and their loved ones. We've gathered resources designed to help during life's more challenging moments. [Use this link](#). Take a moment to explore the assistance available.

For additional resources and information, please refer to the Goodwin Living Community Resource Guide, which can be found under "[Resources](#)" >> "[Forms Library](#)" on the ADP home page.

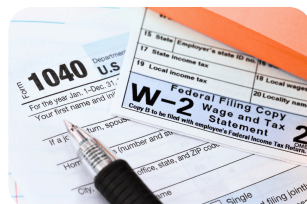


### Team Members on the Move

Check out the latest cohort of [Team Members on the Move](#) promoted between July and September 2025!

### Important Year-End Reminder - Your W-2

As the end of the year approaches, please review your personal information in the ADP portal to ensure that your W-2 tax form is accurate. Update any changes to your address and legal name, and confirm your social security number is accurate by December 10 to make sure that your W-2 is delivered by January 31.



### Benefit News

To learn more about your benefits and find answers to any questions, please refer to the most current version of the Benefits Guidebook ([located in this Team Update and on ADP](#)).

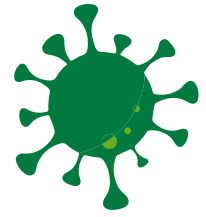
**Important note:** Annual Open Enrollment is over; no changes can be made to your insurance elections until next Open Enrollment unless you have a significant or qualifying life event. Situations like a new child, loss of coverage, death, or marriage are examples of qualifying life events. In these cases, you have 30 days from the event date to change your insurance elections in ADP. Find more information on page six of the Benefits Guidebook (to the right).

If you have any questions about your benefits, text or call Charniel Page 571-429-0586 or Jeanne Hobbs 703-517-3633.



[Click here for  
the2026  
Benefits  
Guidebook](#)

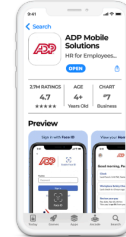
# IPP Updates | Team Member Guidelines for Infection Prevention



The Infection, Protocol & Planning (IPP) committee has made important updates to campus safety and infection prevention protocols for all team members. [Review these updates here.](#)

## Federal Tax Withholdings

Are you looking to update your federal withholdings (W-4)? This can be done on the ADP mobile app. Check out this QR code to download it now. [Follow these instructions to update your tax withholdings.](#)



## Raffle Challenge

What is the Ceca Award, and why is it important? Text your name and correct response to Jeanne Hobbs at 703-517-3633.

Winner of the October raffle challenge - **Alison Schroeder, GHA Life Enrichment.** *The correct answer was TRUE.*

## Goodwin Living Text Messages

Text messaging is frequently used to provide important information to team members. If you are not receiving GL text messages, make sure your correct cell number is in ADP. If you have replied "Stop" to a GL text message in the past, OnShift will place your number on a blacklist. To be removed from the blacklist, call OhShift support at 800-385-1494, option 2, directly from that blacklisted number so OhShift can verify that the number belongs to you.



If that's not the issue, perhaps we don't have your correct phone number in ADP. [Please log in to ADP](#) to confirm your cell phone number to ensure we have the correct information.

Do You Need Help?

Call the [Employee Assistance Plan \(EAP\)](#).

866-395-7794

Use the Employer ID "Episcopal"

