How Do I Change My Address?

NOTE: Important! Whenever an employee moves, he/she must promptly update the address stored within the OneUSG HCM system. This address is reflected on items such as the paycheck or payment advice, as well as the W-2 form. Failure to update this information in a timely manner can delay receipt of important documentation.

Navigation

1. Log into OneUSG HCM.

2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.

3. On the **Employee Self Service** page, click the **Personal Details** tile.

4. On the **Personal Details** page, click the **Addresses** link.

Review the Home Address

5. Click the **Addresses** menu option in the listing, if the **Address** page is not displayed as the default view. Then, review the **Home Address** information.

Update the Home Address Information

6. Click the **Current** link associated with the **Home Address**.

7. On the **Address** page, click the **Choose a date (Calendar)** icon associated with the **Change As of** field and select the date when the address change will take effect. Note: The date entered must be the current date or later.

8. Click in the **Address 1** field and enter the street number and street name (or Post Office Box Number) for the home address.

9. Click the **City** field and enter the city name associated with the home address.

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10. Click the **State** field and enter the state name (not the abbreviation), or click the **LookUp** icon to select a state from the listing.

11. Click the **Postal** field and enter the five-digit zip code.

12. Click the **County** field and enter the county name (optional).

13. Review the updated information and make any needed corrections.

14. Click the **Save** button.

Add a Mailing Address (Different from the Home Address)

15. To add a mailing address that is different from the home address, select the **Add Mailing Address** button on the **Addresses** page.

16. Enter the street, city, state, county and zip code information associated with the new mailing address on the **Address** page.

17. Review the updated information and make any needed corrections.

18. Click the **Save** button.

Update Mailing Address Information

19. Click the **Current** link associated with the **Mailing Address**.

20. On the **Address** page, click the **Choose a date (Calendar)** icon associated with the **Change As of** field and select the date when the address change will take effect. Note: The date entered must be the current date or greater.

21. Click in the **Address 1** field and enter the street number and street name (or Post Office Box Number) for the mailing address.

22. Click in the **City** field and enter the city name associated with the mailing address.

23. Click the **State** field and enter the state name (not the abbreviation), or click the **LookUp** icon to select a state from the listing.

24. Click in the **Postal** field and enter the five-digit zip code.

25. Click the **County** field and enter the county name (optional).

26. Review the updated information and make any needed corrections.

27. Click the **Save** button

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Complete the Task/Sign Out of Application

28. If finished working in the system, sign out of the application by clicking the

    Action List icon on the **NavBar**.

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29. Click the **Sign Out** option in the listing.

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