

## 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 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.

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 Address

Click the Save button on the Address

**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 .



29. Click the Sign Out option in the listing.