

State of Ohio Policy
Regarding Employee's Home Address

Purpose

To establish a statewide policy that provides that all state employees must have a valid home address on file with the State of Ohio.

General

Effective July 1, 2011, all employees must have a valid home address on file with the State of Ohio. While an employee may continue to list a P.O. Box as a mailing address, an employee may not use a P.O. Box as a home address.

Changing Home Address

An employee can change their home address in one of two ways: 1) the employee can initiate a change of address through Employee Self Service or 2) by filling out a change of address form (ADM 4058) and submitting the form to the employee's agency personnel office.

To change a home address through Employee Self Service:

1. Visit <http://myohio.gov> and click the Employee Self Service icon.
2. Enter your User ID and Password and click **Sign In**.
3. Click **Self Service** on the left side of the page after logging in.
4. Click **Personal Information**.
5. Click **Home and Mailing Address** to view and edit your address.
6. Click **Edit** to change and/or update your home or mailing address.
7. Edit the address information.
8. Enter the effective date of the address change. (today's date or one in the near future)
9. Click **Save**.

Note: When entering the county you must use the correct spelling or the address change will be rejected. You can always click on the magnifying glass to see the list of acceptable options.

An email confirming you have submitted a change will be sent to your email on file.

If employees have any questions about Employee Self Service, please contact HR Customer Service at 1-800-409-1205 (Monday-Friday from 7:30 a.m. to 5 p.m.)

Enforcement

All agencies are responsible for ensuring that employees have a valid home address on file that is not a P.O. Box.



Director, Ohio Department of Administrative Services

6.1.11

Effective Date