

**Take Control of Your Information with
Expanded Employee Self Service**

Expanded Employee Self Service Is Here!

You can now manage more of your information through Employee Self Service at myOhio.gov. These changes give you instant access to view and update your personal, pay and benefits information.

Personal Information	Payroll and Compensation	Benefits
<ul style="list-style-type: none"> • View or update name* • View or update mailing address* • View or update phone number* • View or update emergency contact(s)* • View or update email address • View marital status 	<ul style="list-style-type: none"> • Add up to five direct deposit accounts* • View, add or change direct deposit account(s)* • Request W-2 reissue/reprint* • Update W-4 tax information* • View current pay rate, earnings and deductions • View and print pay statements 	<ul style="list-style-type: none"> • Receive helpful checklists and reminders via email* • Report life event changes (including marital status changes) • Enroll in benefits • View summary of current benefits • Link to websites of benefits vendors

*NEW function implemented on Feb. 22, 2011

To view a brief demo of these exciting features, [click here](#).

Using Employee Self Service

Any State of Ohio employee with a computer, internet connection and browser can take advantage of Employee Self Service. Just follow these steps:

1. Go to myOhio.gov
2. Click the **Employee Self Service** icon on the left
3. Enter your **User ID** (same as your Employee ID)
4. Enter your **Password**
5. Click **Sign In**
6. Click **Self Service** from the menu on the left
7. Explore via the **Personal Information**, **Payroll and Compensation** and **Benefits** links

If you need support you can:

- Access job aids and answers to frequently asked questions here: selfservice.ohio.gov
- Contact HR Customer Service at 1.800.409.1205 (Monday to Friday from 7:30 a.m. to 5:00 p.m.)

What this Means for You

Employee Self Service helps create a better experience by putting you in control of your information while reducing duplicated effort, data errors and time for requests to be handled.

Log in today to begin!

Important Notes

Access to the Employee Self Service Personal Information and Benefits sections is available Monday to Saturday (except 7 p.m. to 9 p.m.). The Payroll section is available during the same hours, with the exception of non-payday Fridays.

Protecting your personal information is important to us. We have implemented a number of security measures to ensure that your data is protected while it is transmitted to us as well as while it is in the system.

Introducing myOhio

Employee Self Service has a new gateway, which is myOhio.gov. At myOhio you can access Employee Self Service, instructions for using Employee Self Service, ELM, and Travel and Expense. MyOhio is easy to remember too, "my information, myOhio."

MyOhio is also the future home of the first State of Ohio employee portal. Effective this summer, myOhio will expand beyond Employee Self Service to become the central site for statewide employee news and updates, forms, employee polices, and answers to frequently asked questions.

The Department of Administrative Services is thrilled about the launch of expanded Employee Self Service and myOhio. We look forward to providing you with additional services and conveniences in the future.