

How Do I Change My Address?

NOTE: Important! Whenever an employee moves, he/she must promptly update the address stored within the OneUSG Connect 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 Connect.
2. From **Employee Self Service**, click the **Personal Details** tile.
3. **Personal Details** opens to the **Addresses** page.
4. Your current home and mailing address (is different) is listed. To change your **Home Address**, click the **Current** address entry. (To update a current **Mailing Address** that is listed, click its **Current** address entry.)
5. Update the applicable address information:
 - a. **Change As Of**: Enter or use the **Calendar** icon to select the date the address change takes effect. This date must be the current date or later.
 - b. **Country**
 - c. **Address 1**: Enter your street address. Complete Address 2 and Address 3 if needed.
 - d. **City**
 - e. **State**: Enter state name or use the **Look Up** icon to select it.
 - f. **Postal**: 5-digit zip code
 - g. **County** (optional)
6. Click the **Save** button.



Add a Mailing Address (Different from the Home Address)

7. To add a mailing address that is different from the home address, select the **Add Mailing Address** button on the **Addresses** page.
8. Enter the street, city, state, county and zip code information associated with the new mailing address on the **Address** page.
9. Click the **Save** button.

