

Introduction

This job aid describes the steps necessary to change your address in OneUSG Connect.

Employees must promptly update their address stored within the OneUSG Connect system. The address entered into the OneUSG Connect system is displayed on employee paychecks, tax forms, and personal information. Failure to update this information in a timely manner can delay the receipt of important information.

Summary Information:

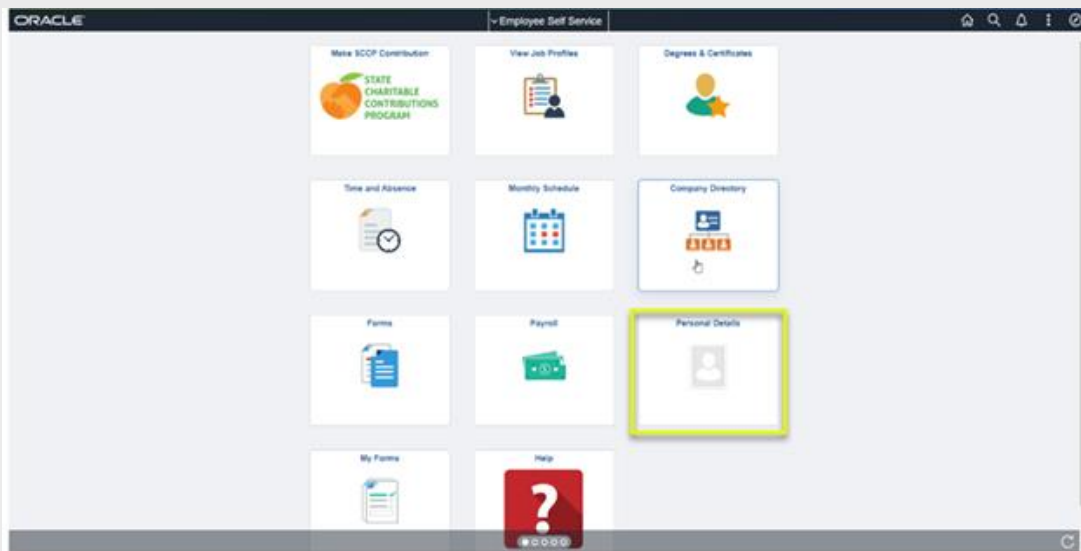
Address Type	Can Employee Delete or Modify?	Can Employee Mark/Unmark Preferred?	Displays in Company Directory?
Home Address	Yes	Yes	No
Mailing Address	Yes	Yes	No

Instructions

1. Log into **OneUSG Connect**.
2. Click the **Personal Details** tile on the **Employee Self Service** homepage.

Navigation:

Employee Self Service > Personal Details



Important!

Please note the Employee Self Service tile options displayed above may differ depending on your employee type.

3. Click **Addresses**.
4. To update your home address or mailing address, click on the address listed below the **Home Address** or **Mailing Address** sub title.

! Important: OneUSG Connect Benefits/Alight only sends **Home Address** to the insurance carriers; **Mailing Address** is not sent. To send the correct mailing address to the insurance carriers, enter your mailing address into the **Home Address** field.

The screenshot shows the 'Employee Self Service' interface with a 'Personal Details' header. A navigation menu on the left includes 'Addresses', 'Campus Address', 'Contact Details', 'Name', 'Ethnic Groups', 'Emergency Contacts', 'Additional Information', 'Disability', and 'Veteran Status'. The 'Addresses' section is active and displays two address entries. The first entry is labeled 'Home Address' and the second is labeled 'Mailing Address'. Both entries have a 'Current' status indicator. The address fields are currently blank, indicating they are ready for input.

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 future date.
 - b. **Country:** Enter the country in which you reside in.
 - c. **Address 1:** Enter your current street address. Enter Address 2 and Address 3 if needed.
 - d. **City:** Enter your current city of residence.
 - e. **State:** Enter the abbreviation for your state in the search icon to populate the state field. Please note, if you enter the state directly in the field, you will receive an error.
 - f. **Postal:** Enter your 5 digit zip code.
 - g. **County:** Enter your county (optional).

6. Click **Save**.

Address

Employee Instruction
To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of

Address Type Home

Country United States

Address 1

Address 2

Address 3

City

State

Postal

County

Save

7. Your Home Address and/or Mailing Address is now updated in OneUSG Connect.