## 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 Addr  ess 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 str   eet 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 s elect 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 buttñd o8 tire)Addresse¡s11.1 ( 1 cs 0 scn /TT0 1 Tf 0 Tc 0 Tw ( )Tj 0.002

Click the Save b Click the Atto (ss)11.1nttob c thn7.6 (.)-51.1 s t5

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.