

EMPLOYEE HOME ADDRESS

SOURCE: DEPARTMENT OF ADMINISTRATIVE SERVICES HRD/OCB POLICY

CONTACT: OFFICE OF EMPLOYEE SERVICES

Employees Home Address Policy:

Purpose:

To establish a policy that provides that all Ohio EPA employees must have a valid home address on file with the Office of Employee Services (OES).

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.

An employee can change their home address by either:

1. Filling out a change of address form (ADM 4058) and submitting it to OES or;
2. Initiating a change of address through *OAKS Employee Self Service*

To change a home address through *OAKS Employee Self Service*:

1. Visit <http://myohio.gov> and click the Employee Self Service icon.
2. Enter Employee 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.
9. Click Save.

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

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