

# UNION BULLETIN BOARD NETWORK UBBN

March 18, 2011

Check out  
**myOhio.gov**  
where you can  
change or update:

- Personal info; your name, address, phone, email and more
- View, add or change direct deposit accts.
- Get tax information such as W2s and update your W4
- View and print pay statements
- Enroll in benefits and view current benefits

## Take control of your information with expanded Employee Self Service

Instant access to view and update your:

- **Personal information**
- **Payroll & Compensation**
- **Benefits information**



### Using Employee Self Service:

Any State of Ohio employee with a computer, internet connection and browser can take advantage of this service.

1. go to **myOhio.gov**
2. Click the **Employee Self Service** icon
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

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Ohio Civil Service  
Employees Association

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If you need more support, contact the  
HR Customer Service at **800-409-1205**  
Mon. - Fri. from 7:30 a.m. to 5:00 p.m.

# myOhio.gov