Change Address in ESS

- Log into ESS
- Click on Employee Self Service (left hand side of the screen)
- Click on Personal Information
- Click Add/View Changes
- Click on ADD AN ACTION
- Click on OTHER
- Select Address Change
- Enter new Address/Click Submit

Change Tax Withholding in ESS

- Log into ESS
- Click on Employee Self Service (left hand side of the screen)
- Click Pay/Tax Information
- Click W4
- Click Edit Federal or Edit Ohio
- Make appropriate changes
- Click Statement & Submit