

Coming Soon: Expanded Employee Self Service

Early 2011

Expanded Employee Self Service is coming to the State of Ohio in just a matter of weeks! This will give employees instant access to view and manage their pay, benefits, and personal profile. With Employee Self Service, employees can update their information securely and efficiently with less forms and complex processes.

New Features

The following is a summary of new things employees will be able to do in Employee Self Service.



Make name, address, phone number and emergency contact information changes.



Add up to five direct deposit accounts, request a reprint of a W-2 and update W-4 tax information.



Receive email checklists and reminders for life event changes.

What this Means for Employees

Employee Self Service is accessible to any State of Ohio employee using a computer with an internet connection and browser, making it convenient and easy to use. It helps create a better experience for employees by reducing duplicated effort, data errors, and time for requests to be handled. Employee Self Service will help decrease environment impact by reducing a number of paper processes and forms currently used for Human Resources service.

Things New Users Should Do Now to Prepare

To prepare for the expansion of Employee Self Service, new users should obtain a system password by calling HR Customer Service at 1.800.409.1205, then log into the system at myOhio.gov and become familiar with the Personal Profile and Benefits sections of Employee Self Service. Lastly, new users should enter/update their personal profile including adding an email address. It is important that employees, where possible, add a valid email address as their business email and mark it "preferred." This will ensure delivery of important system and benefits-related notifications.

Things Existing Users Should Do Now To Prepare

Existing users of Employee Self Service should log into the system at myOhio.gov and set up a forgotten password help question. For step-by-step instructions on this task, click [here](#). Next, enter/update the personal profile including adding an email address. It is important that employees, where possible, add a valid email address as their business email and mark it "preferred." This will ensure delivery of important system and benefits related-notifications.

Additional Resources and Next Steps

Additional information and future updates about the expansion of Employee Self Service will be available here and through your agency communications and/or HR representative in the coming weeks. User guides for existing features of Employee Self Service are available at myOhio.gov. Additional guides for new features will be added shortly.

Introducing myOhio



We are pleased to announce that Employee Self Service has a new gateway, which is myOhio.gov. At myOhio, employees can access Employee Self Service, instructions for using Employee Self Service, ELM, and Travel and Expense. MyOhio is easy to remember too, “my information, myOhio.”

MyOhio is also the future home of the first State of Ohio employee portal. Effective this summer, myOhio will expand beyond Employee Self Service to become the central site for statewide employee news and updates, forms, employee polices, and answers to frequently asked questions. Having this employee Portal will help increase cohesion, communication and collaboration between agencies. The summertime debut of the Portal will bring single sign-on for Employee Self Service along with the convenience of one-time entry of Employee ID and password for multiple functions within the Portal.

The Department of Administrative Services is thrilled about the launch of expanded Employee Self Service and myOhio. We are committed to continually improving the employee experience with administrative services and appreciate your ongoing flexibility and partnership as we introduce these exciting changes.