MySCEmployee

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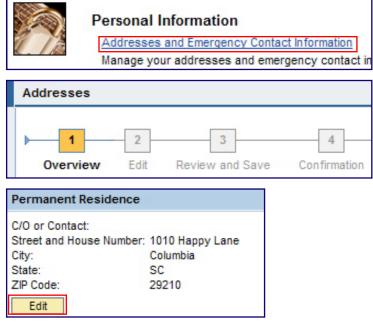
## **Change of Address**

In the My Personal Info area, among other things, employees will be able to maintain:

- Permanent Residence
- Temporary Residence
- Mailing Address
- Three Emergency Contacts



- 1. Log into MySCEmployee at https://myscemployee.sc.gov, click the Employee Self-Service ), then select My Personal Info from the submenu or from the body of the overview page.
- 2. From the My Personal Info main page, click the Addresses and Emergency Contact Information link to maintain this data.
- 3. A progress chart that walks employees through each step of the address change process is displayed at the top of the page. Step 1, Overview, displays an employee's current addresses and emergency contacts. To edit an existing record, click the appropriate Edit button.



- 4. In this example, you can edit your permanent residence information by filling in the required fields, which are marked with a red asterisk (\*).
- 5. After entering the required information, indicate whether the change is Valid as of Today, or if the change will be Valid as of a Future Date. Then click the Review button to review prior to saving the change.

| C/O or Contact:                                    |   |
|--|---|
| Street and House Number: *                         | 1010 Happy Lane                               |
| Address Line 2:                                    |   |
| City: *  | Columbia                                      |
| County: *  | Richland                                      |
| State: *   | South Carolina 🔻                              |
| ZIP Code: *  | 29210   |
| Main / Primary Phone:<br>Other / Secondary Phones: | 803   999-0111   Mobile Phone   803   5551212 |
| Valid as of Today Valid as of Future Date          |   |
| Previous Step Review                               | Exit  |