

Purpose

Use this procedure to update home, mailing and emergency contact addresses. RETIREES-YOU WILL NEED TO CHANGE YOUR ADDRESS WITH GREAT WEST AS WELL AS CHANGING IT THROUGH ESS.

Trigger

Perform this procedure when an address needs to be added or changed.

Prerequisites

- Internet access
- ESS user ID and password

Menu Path

Use the following menu path(s) to begin this transaction:

- gwinnettcounty.com
- gcworkplace

Transaction Code

ESS

Helpful Hints

Procedure

1. Start the transaction using the menu path or transaction code.

SAP NetWeaver Portal - Microsoft Internet Explorer provided by Gwinnett County Government



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID	Required	Example: mjemployee
Password	Required	Example: *****

3. Click the **Log on** Log on button.



If you forget your password you may click "Click Here" next to "Reset Password?". A password reset email will be sent to you when you click on it. If you do not have a county email, you may call IT at 770-822-8915 and request a password reset.

Employee Services

Employee Services

Map Directory Index

4 [Personal Information](#)
Manage your address, emergency contacts, and view your personal information.

General Information and New Hire Onboarding
New Hires Onboarding Acknowledgements, Benefits and Payroll forms, vendor links, ESS instructions and additional information.

Benefits
Update family member information, enroll in benefits, print a conformation statement, download benefits forms and link to vendor websites.

Time
View your leave balances and update your Excess Sick Leave option.

Payroll
View your paycheck, manage your direct deposit and tax withholdings, view your W2, and update charitable contributions.

Training Classes & Wellness Events
Enroll in a training class or wellness event and view your training history.

Employee Search

Related Links

Most Frequently Used

- Addresses / Emergency Contacts
- Personal Data
- W2 in PDF Format
- Bank Information
- Display Leave Balances
- View Your Paycheck

- Click the [Personal Information](#) Personal Information link label.

Personal Information

Personal Information

Back

5 [Addresses / Emergency Contacts](#)
Add, update, or remove your addresses or emergency contacts.

Personal Information
View your personal information and update your personal email address or social security number.

Forms and Helpful Links
View and download benefits and payroll forms, ESS instructions, link to benefit vendors and view other helpful information.

- Click the [Addresses / Emergency Contacts](#) Addresses / Emergency Contacts link label.

Addresses / Emergency Contacts

- Click the Edit button.

Edit Home Address

- As required, complete/review the following fields:

Field	R/O/C	Description
	Required	Example: 2010 RIVER RUN PKWY

- Click the Valid From Valid From radio button.



You can select "Valid as of today" and it will be effective immediately or you can select "Valid From" and make it effective on a future date.

9. As required, complete/review the following fields:

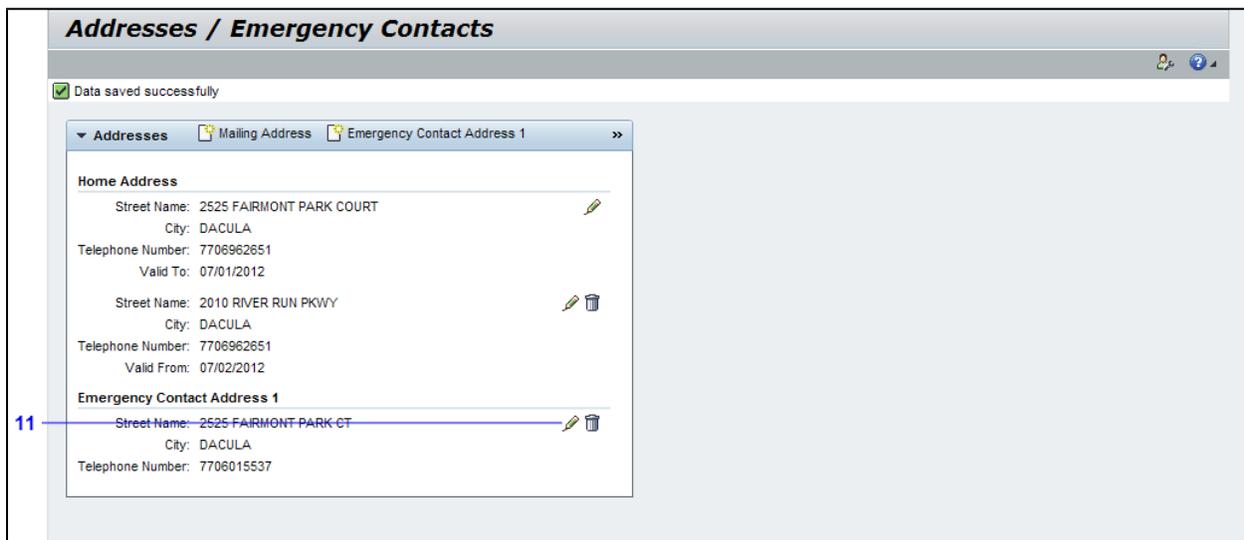
Field	R/O/C	Description
Valid as of Today	Required	Example: 07/02/2012

10. Click the  Save and Back button.



You can also edit emergency contact and mailing addresses:

Addresses / Emergency Contacts



Addresses / Emergency Contacts

Data saved successfully

- Addresses
- Mailing Address
- Emergency Contact Address 1

Home Address

Street Name: 2525 FAIRMONT PARK COURT
 City: DACULA
 Telephone Number: 7706962651
 Valid To: 07/01/2012

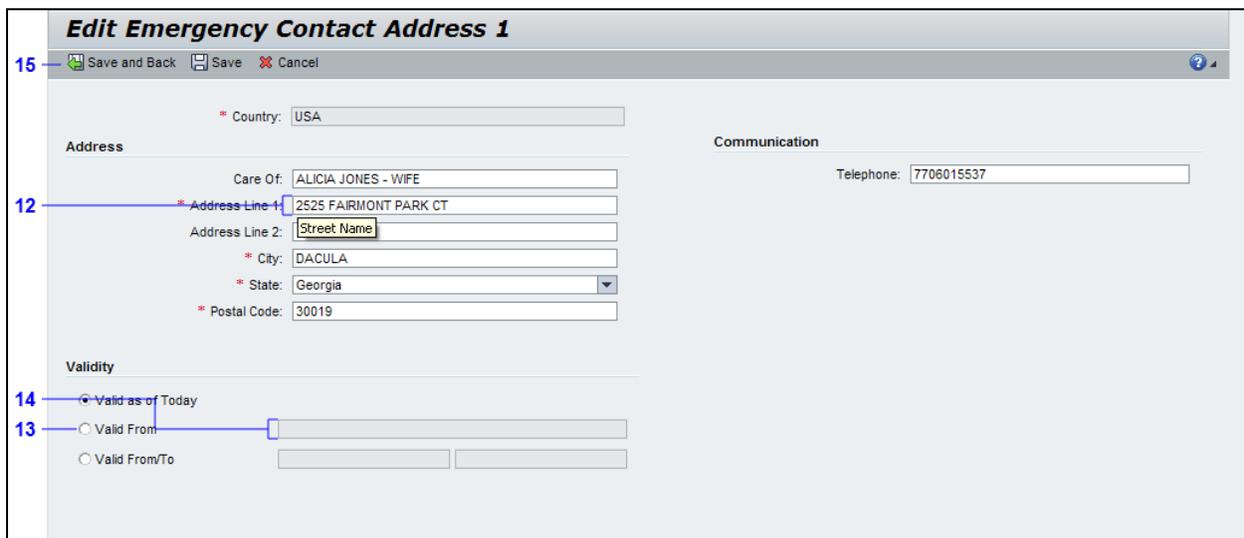
Street Name: 2010 RIVER RUN PKWY
 City: DACULA
 Telephone Number: 7706962651
 Valid From: 07/02/2012

Emergency Contact Address 1

11 — Street Name: 2525 FAIRMONT PARK CT
 City: DACULA
 Telephone Number: 7706015537

11. Click the  Edit button.

Edit Emergency Contact Address 1



Edit Emergency Contact Address 1

15 — Save and Back Save Cancel

* Country: USA

Address

Care Of: ALICIA JONES - WIFE

12 — * Address Line 1: 2525 FAIRMONT PARK CT

Address Line 2: Street Name

* City: DACULA

* State: Georgia

* Postal Code: 30019

Communication

Telephone: 7706015537

Validity

14 — Valid as of Today

13 — Valid From

Valid From/To

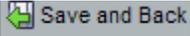
12. As required, complete/review the following fields:

Field	R/O/C	Description
	Required	Example: 2010 RIVER RUN PKWY

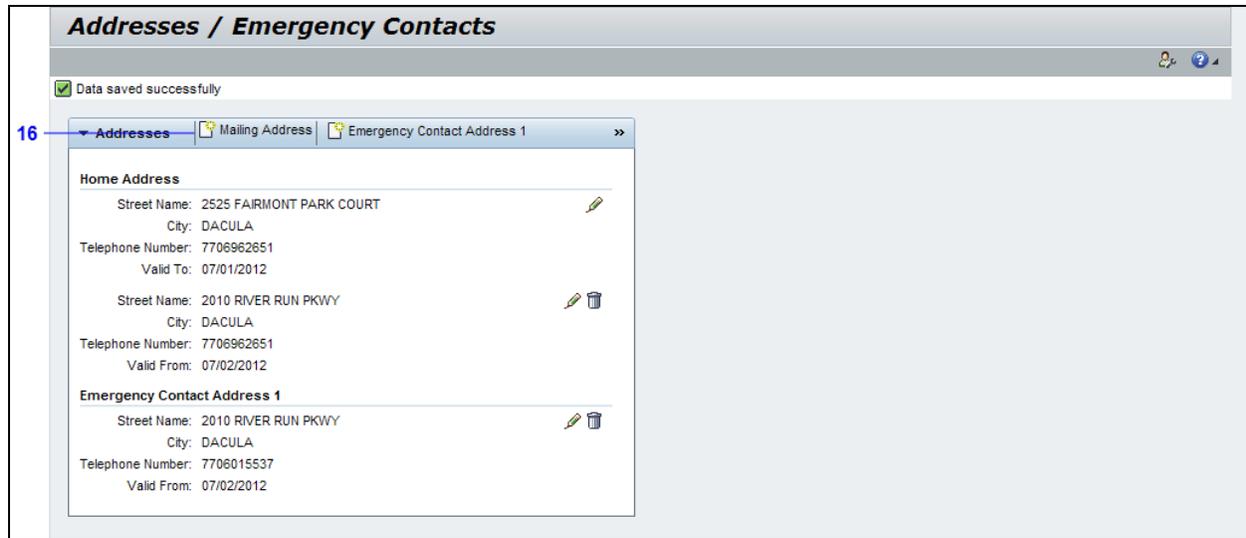
13. Click the Valid From Valid From radio button or Valid as of Today.

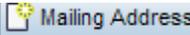
14. As required, complete/review the following fields:

Field	R/O/C	Description
Valid as of Today	Required	Example: 07/02/2012

15. Click the  Save and Back button.

Addresses / Emergency Contacts

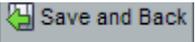


16. Click the  Mailing Address button.

Create Mailing Address

17. As required, complete/review the following fields:

Field	R/O/C	Description
	Required	Example: P.O. Box 23
	Required	Example:
	Required	Example: Dacula
*	Required	Example: Georgia
	Required	Example: 30019

18. Click the  Save and Back button.

Result

You have changed home, emergency contact and mailing address.