

As required by the Department of Corrections Employee Handbook – (#9 – Personal Information) – current telephone numbers and home addresses must be on file at the Human Resources Office and work location for all MDOC employees. Such information is necessary for when an employee must be contacted by Human Resources or the work location. To ensure that you have updated and accurate telephone number and home address, please visit MI HR Self Service at the following link: <https://www.michigan.gov/mdcs/0,4614,7-147-64549---,00.html>.

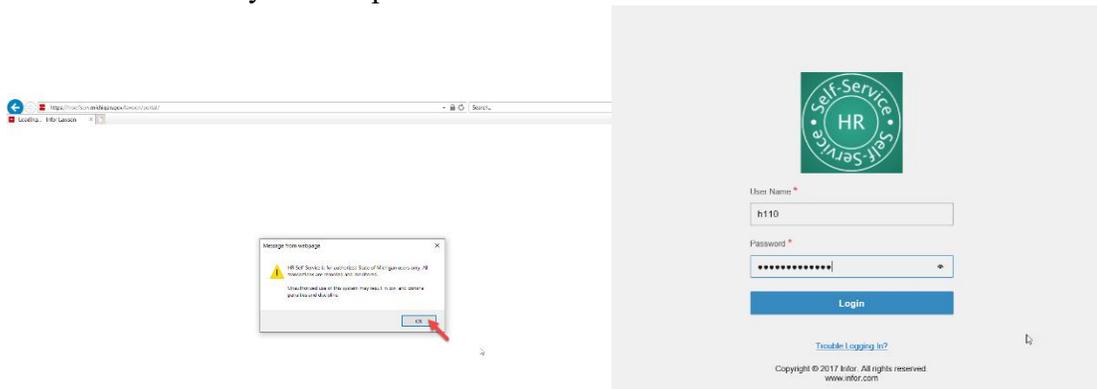
If you wish to update your telephone number or home address, please see the below information for guidance:

Adding/Updating your telephone number:

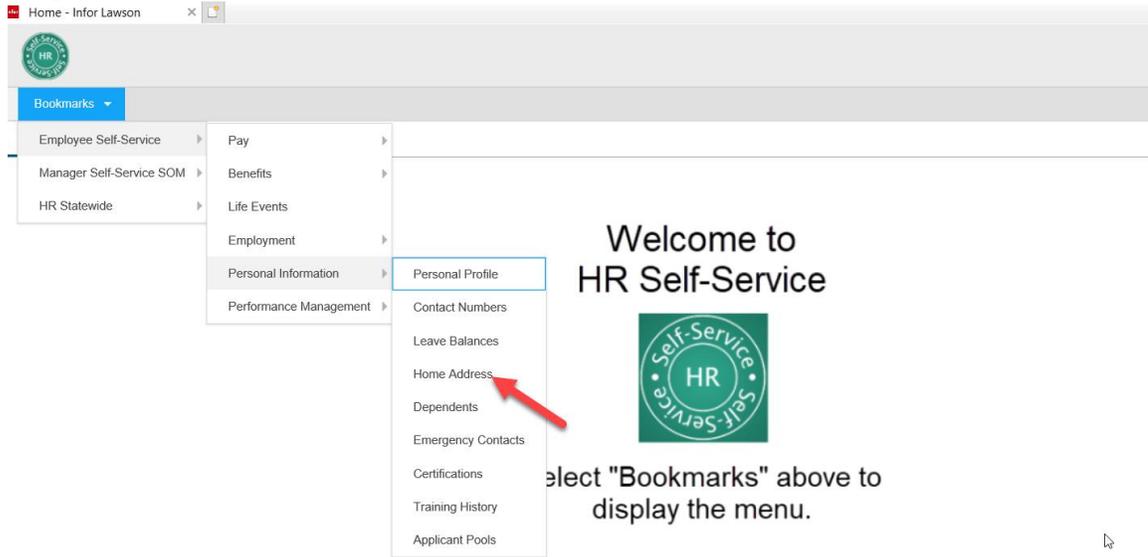
1. Go to MiCSC HR Gateway at <https://www.michigan.gov/mdcs/0,4614,7-147-64549---,00.html> and click on HR Self-Service.



2. Click OK when prompted on the below message and then log in using your employee ID number followed by 'h' and password.



- Once logged in, on the HR Self-Service Welcome page, click on Bookmarks → Employee Self-Service → Personal Information → Home Address.



- Click on Change My Home Address.

Bookmarks ▾

[Home Address](#)

Current Address Information

When changing your address, it is important to consider the following:

Home Address:

- Determines HMO insurance plan eligibility
- Mailing address (e.g. P.O. Box)

Refer to the [zip code tool](#) to verify if your address change has made you ineligible for your current insurance plan(s). Contact the MI HR Service Center* within 31 days of your address change to update your insurance plan, if necessary.

*Auditor General, Judicial Branch, Legislative, or MEDC Corporate employees should contact their HR Office.

| Home Address for BRITTANY [REDACTED] | |
|--------------------------------------|------------|
| Address | [REDACTED] |
| City | LANSING |
| State | MI |
| Zip | [REDACTED] |
| County | INGHAM |
| Country Code | US |
| Home Phone Number | [REDACTED] |

Supplemental Address:

- Determines City Taxes
- Physical address

Refer to the [City W4 forms](#) page to determine taxing city requirements.

Contact the MI HR Service Center* to update tax withholdings.

*Auditor General, Judicial Branch, Legislative, or MEDC Corporate employees should contact their HR Office.

| Supplemental Address for BRITTANY [REDACTED] | |
|--|------------|
| Supp Address | [REDACTED] |
| Supp City | LANSING |
| Supp State | MI |
| Supp Zip | [REDACTED] |
| Supp County | INGHAM |
| Supp Phone Number | [REDACTED] |

[Change my home address](#)

[13:36:50 - Home] Ready

- Input the effective date, then the new telephone number. Once done, click Update.

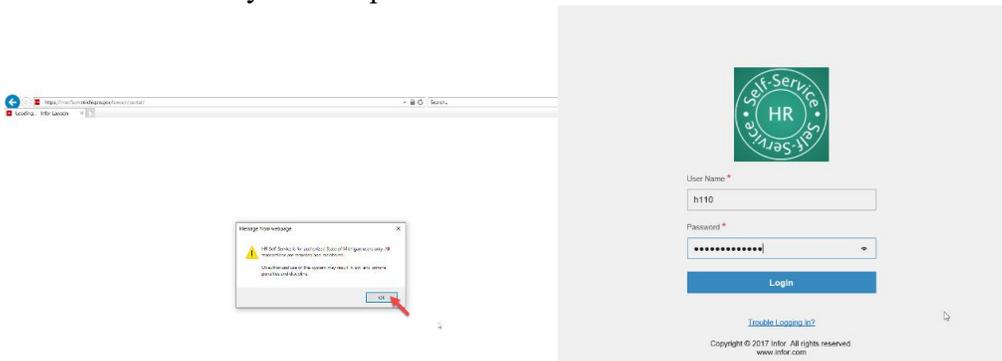
The image shows two side-by-side screenshots of a web form titled 'Home Address'. The left screenshot shows the 'Effective Date' field with a red arrow pointing to it, and the 'Address 1' field with a red bar. The right screenshot shows the 'Phone' field with a red bar and a red arrow pointing to the 'Update' button.

Updating your home address:

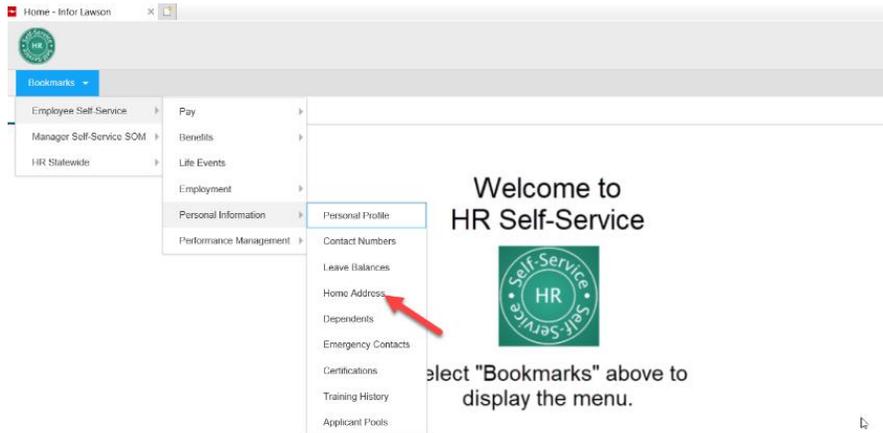
- Go to MiCSC HR Gateway at <https://www.michigan.gov/mdcs/0,4614,7-147-64549---,00.html> and click on HR Self-Service.



- Click OK when prompted on the below message and then log in using your employee ID number followed by 'h' and password.



- Once logged in, on the HR Self-Service Welcome page, click on Bookmarks → Employee Self-Service → Personal Information → Home Address.



- Click Change My Home Address once on the Home Address page.

Home Address

Current Address Information

When changing your address, it is important to consider the following:

Home Address:

- Determines HMO insurance plan eligibility
- Mailing address (e.g. P.O. Box)

Refer to the [zip code tool](#) to verify if your address change has made you ineligible for your current insurance plan(s). Contact the MI HR Service Center* within 31 days of your address change to update your insurance plan, if necessary.

*Auditor General, Judicial Branch, Legislative, or MEDC Corporate employees should contact their HR Office.

| Home Address for BRITTANY [REDACTED] | |
|--------------------------------------|------------|
| Address | [REDACTED] |
| City | LANSING |
| State | MI |
| Zip | [REDACTED] |
| County | INGHAM |
| Country Code | US |
| Home Phone Number | [REDACTED] |

[Change my home address](#)

[13:36:50 - Home] Ready

Supplemental Address:

- Determines City Taxes
- Physical address

Refer to the [City W4 forms](#) page to determine taxing city requirements.

Contact the MI HR Service Center* to update tax withholdings.

*Auditor General, Judicial Branch, Legislative, or MEDC Corporate employees should contact their HR Office.

| Supplemental Address for BRITTANY [REDACTED] | |
|--|------------|
| Supp Address | [REDACTED] |
| Supp City | LANSING |
| Supp State | MI |
| Supp Zip | [REDACTED] |
| Supp County | INGHAM |
| Supp Phone Number | [REDACTED] |

5. Input the effective date, then the new address. Once done, click Update.

The image displays two side-by-side screenshots of a web application interface for updating a home address. Both screenshots show a 'Move' section with 'Address' and 'Supplemental' tabs. The left screenshot shows the 'Home' tab selected, with a red arrow pointing to the 'Effective Date' field (marked with an asterisk) and another red arrow pointing to the 'Address 1' input field. The right screenshot shows the 'Supplemental' tab selected, with a red arrow pointing to the 'Update' button at the bottom right. The form fields include 'Address 1' through 'Address 4', 'City or Address 5', 'State or Province', 'Postal Code', 'County', and 'Country'. The 'City or Address 5' field is populated with 'LANSING', 'State or Province' with 'Michigan', 'Postal Code' with '48911', 'County' with 'INGHAM', and 'Country' with 'United States of America'. The 'Phone' field is also present but empty.

Note: You can add a supplemental address by clicking on Supplemental.