



How To Change Your Address

Endowed Employees

1. Update your address in Workday:

- Log into Workday: www.workday.cornell.edu
- Click on the Personal Information icon
- Under Change, click on Contact Information
- Click Edit
- Click on the Pencil icon next to the area you need to change
- Click the green Submit button

2. Retirement:

- Change your address for your retirement accounts by following the directions below:
 - Log into Workday and click on the Benefits icon.
 - Under External Links, click on the following:
 - Retirement: *Fidelity* and/or *TIAA-CREF*

Contract College Employees

1. Update your address in Workday:

- Log into Workday: www.workday.cornell.edu
- Click on the Personal Information icon
- Under Change, click on Contact Information
- Click Edit
- Click on the Pencil icon next to the area you need to change
- Click the green Submit button

2. Medical and Dental Insurance:

- Update your address with your medical and dental insurance by emailing the HR Services and Transitions Center (HRSTC) at hrrservices@cornell.edu. In the email, you will need to include: Your name, your Cornell ID number, your old address and your new address.

3. Retirement:

• **New York State Employees Retirement System (NYSERS):**

- Complete the form located here: <http://www.osc.state.ny.us/retire/forms/rs5512.pdf>.
- Mail the completed form directly to New York State (the address is located on the top of the form).

• **SUNY Optional Retirement Plan (ORP) and/or Tax Deferred Annuities (TDA):**

- Log into Workday and click on the Benefits icon.
- Under External Links, click on the following: *Fidelity* and/or *TIAA-CREF*

If you have further questions, contact the HR Services & Transitions Center at (607) 255-3936; (TTY) 711, or via email at HRservices@cornell.edu. You are welcome to come to our office at 395 Pine Tree Road, East Hill Office Building, Suite 110, Monday through Friday between 8:00 a.m. and 4:30 p.m.