How To Change Your Address

Endowed Employees

1. **Update your address in Workday:**
   - Log into Workday: [www.workday.cornell.edu](http://www.workday.cornell.edu)
   - Click on the Personal Information circle
   - 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. **Life Insurance & Retirement:**
   - Change your address for your basic and/or group life insurance policies as well as your retirement accounts by following the directions below:
     - Log into Workday and click on the Benefits circle.
     - Under External Links, click on the following:
       - Basic Life Insurance & Group Life Insurance: *Life Insurance – Active*
       - Retirement: *Fidelity* and/or *TIAA-CREF*

Contract College Employees

1. **Update your address in Workday:**
   - Log into Workday: [www.workday.cornell.edu](http://www.workday.cornell.edu)
• Click on the Personal Information circle
• 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 Benefit Services at benefits@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](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 circle.
  - Under External Links, click on the following: Fidelity and/or TIAA-CREF

4. **Life Insurance:**

• Change your address for your basic and/or group life insurance policies by following the directions below:
  - Log into Workday and click on the Benefits circle.
  - Under External Links, click on the following:
    - Basic Life Insurance & Group Life Insurance: Life Insurance – Active

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.