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 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
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.