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 Benefit Services at (607) 255-3936 or via email at benefits@cornell.edu. You are welcome to come to our office at 395 Pine Tree Road, East Hill Office Building, Suite 130 Monday through Friday between 8:00 a.m. and 4:30 p.m.