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 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](http://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 [hrservices@cornell.edu](mailto:hrservices@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 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.