Human Resources Name/Address Change Instruction Chart

Human Resources

Provider Company	Address Change	Name Change	Timing
UCF HR-Employment Services & Records	* Log into the myUCF portal *(my.ucf.edu)* * Navigate to Employee Self Service * Click on Personal Information * Click on Home and Mailing Address **OR** Complete Personal Data Sheet *(http://hr.ucf.edu/files/PersonalDataSheet.pdf)*	* Complete Personal Data Sheet *(http://hr.ucf.edu/files/PersonalDataSheet.pdf)* *Reminder: Submit with copy of Social Security Card listing the new name to HR-Employment Services & Records.* * W-4 may be updated via myUCF self service *(Employee Self Service > Payroll And Compensation > W-4 Tax Information)*	Note: Changes to name and/or address with HR-Employment Services & Records will also change name and/or address on students records, with FRS , and PeopleFirst. **Exception: Mailing Address changes must also be updated via PeopleFirst.*

State of Florida Insurance

(Health, Life, FSA, Dental, Vision, Other Supplemental Plans)

Provider Company	Address Change	Name Change	Timing
People First	Update Home and Mailing Address on the People First website here: https://peoplefirst.myflorida.com	* Complete Personal Data Sheet *(http://hr.ucf.edu/files/PersonalDataSheet.pdf)* *Reminder: Submit with copy of Social Security Card listing the new name to HR-Employment Services & Records.* * W-4 may be updated via myUCF self service *(Employee Self Service > Payroll And Compensation > W-4 Tax Information)*	Immediately

The Gabor Agency Insurance

(Disability, Life Insurance, Long Term Care - Administered by The Gabor Agency)

Provider Company	Address Change	Name Change	Timing
The Gabor Agency	* Send personal letter directly to provider at the Orlando office mailing address of: *3452 Lake Lynda Drive* *Suite 361* *Orlando, FL 32817* **OR** 2. Contact representatives at (407) 658-2608 or 800-330-6115 to request the change.	* Send personal letter directly to provider at the Orlando office mailing address of: *3452 Lake Lynda Drive* *Suite 361* *Orlando, FL 32817* **OR** 2. Contact representatives at (407) 658-2608 or 800-330-6115 to request the change.	Determined by provider

Retirement

Provider Company	Address Change	Name Change	Timing
Florida Retirement System (FRS) Pension <u>or</u> Investment Plan	* Log into the myUCF portal *(my.ucf.edu)* * Navigate to Employee Self Service * Click on Personal Information * Click on Home and Mailing Address **OR** Complete Personal Data Sheet *(http://hr.ucf.edu/files/PersonalDataSheet.pdf)*	* Complete Personal Data Sheet *(http://hr.ucf.edu/files/PersonalDataSheet.pdf)* *Reminder: Submit with copy of Social Security Card listing the new name to HR-Employment Services & Records.* * W-4 may be updated via myUCF self service *(Employee Self Service > Payroll And Compensation > W-4 Tax Information)*	Change sent via electronic file. Update can take approximately 1-2 months depending on when file is sent.
Optional Retirement Plan (ORP)	* Log into the myUCF portal *(my.ucf.edu)* * Navigate to Employee Self Service * Click on Personal Information * Click on Home and Mailing Address **OR** Complete Personal Data Sheet *(http://hr.ucf.edu/files/PersonalDataSheet.pdf)*	* Complete Personal Data Sheet *(http://hr.ucf.edu/files/PersonalDataSheet.pdf)* *Reminder: Submit with copy of Social Security Card listing the new name to HR-Employment Services & Records.* * W-4 may be updated via myUCF self service *(Employee Self Service > Payroll And Compensation > W-4 Tax Information)*	Change sent via electronic file. Update can take approximately 1-2 months depending on when file is sent.
VALIC	• Jacquie Bletzacker: (407) 375-2090 • Jonathan Costanza: (407) 403-8747 • Kelly Torresin: (407) 212-5003 • Todd Chamelin: (407) 780-8989 • Ann Adams: (321) 527-6153	• Jacquie Bletzacker: (407) 375-2090 • Jonathan Costanza: (407) 403-8747 • Kelly Torresin: (407) 212-5003 • Todd Chamelin: (407) 780-8989 • Ann Adams: (321) 527-6153	Determined by provider
TIAA CREF	Call (800) 842-2252 **<u>OR</u>** Visit: http://www1.tiaa-cref.org/tcm/florp	Call (800) 842-2252 **<u>OR</u>** Visit: http://www1.tiaa-cref.org/tcm/florp	Determined by provider
MetLife Investors	Contact one of the local representatives to request update: • Fazeela Ali: (407) 393-6632 • Timothy Bol: (407) 393-6691 • Salvatore Cino: (321) 438-8670	Contact one of the local representatives to request update: • Fazeela Ali: (407) 393-6632 • Timothy Bol: (407) 393-6691 • Salvatore Cino: (321) 438-8670	Determined by provider
VOYA	Contact one of the local representatives to request update: • Kristin Manno 850-701-1449	Contact one of the local representatives to request update: • Kristin Manno 850-701-1449	Determined by provider
VOYA Reliastar	Contact one of the local representatives to request update: • Phil Mendelson, 321-229-9837	Contact one of the local representatives to request update: • Phil Mendelson, 321-229-9837	Determined by provider
Symetra	Contact one of the local representatives to request update: • Kristin Manno 850-701-1449	Contact one of the local representatives to request update: • Kristin Manno 850-701-1449	Determined by provider
Fidelity	Contact 800-544-6666	Contact 800-544-6666	Determined by provider
T. Rowe Price	Contact 800-492-7670	Contact 800-492-7670	Determined by provider
Vanguard	Contact 800-662-2003	Contact 800-662-2003	Determined by provider
Bureau of Deferred Compensation	Call 877-299-8002 **<u>OR</u>** Visit their online portal at www.myfloridadeferredcomp.com	Call 877-299-8002 OR or visit their online portal at www.myfloridadeferredcomp.com. Then complete Personal Data Sheet and submit with copy of Social Security Card listing the new name to HR-Employment Services & Records. W-4 may be updated via myUCF portal (Employee Self Service > Payroll And Compensation > W-4 Tax Information)	Determined by provider

Other Benefits

Provider Company	Address Change	Name Change	Timing
Florida Pre-paid College Plan	Contact 800-552-4723	Contact 800-552-4723	Determined by provider

REV 7/6/16