

UNIVERSITY OF CENTRAL FLORIDA			
Human Resources Name/Address Change Instruction Chart			
Provider Company	Address Change	Name Change	Timing
Human Resources			
UCF HR-Records	myUCF portal; Employee self Service >Personal Information> Home and Mailing Address	Complete Personal Data Sheet and submit with copy of Social Security Card listing the new name to HR-Records. W-4 may be updated via myUCF self service.	Note: Changes to name and/or address with HR-Records will also change name and/or address on students records, and with FRS and PeopleFirst.
Pre-Tax Insurance (Health, Life, FSA, Dental, Vision, Other Supplemental Plan)			
People First	myUCF portal; Employee Self Service >Personal Information> Home and Mailing Address.	Complete Personal Data Sheet and submit with copy of Social Security Card listing the new name to HR-Records. W-4 may be updated via myUCF self service.	Change sent via electronic file. Update can take approximately 1-2 months depending on when file is sent.
Post -Tax Insurance (Long-term Disability, Life Insurance - Administered by The Gabor Agency)			
The Gabor Agency	1. Send personal letter directly to provider at: 3500 Financial Plaza, Tallahassee, FL 32312 - OR -	1. Send personal letter directly to provider at: 3500 Financial Plaza, Tallahassee, FL 32312 - OR -	Determined by provider
	2. Contact Eddie Corbett, 407-277-0246 or Ann Kelly Naidenoff, 321-246-6141	2. Contact Eddie Corbett, 407-277-0246 or Ann Kelly Naidenoff, 321-246-6141	Determined by provider
Retirement			
Florida Retirement System (FRS), Pension or Investment Plan	myUCF portal; Employee Self Service >Personal Information> Home and Mailing Address.	Complete Personal Data Sheet and submit with copy of Social Security Card listing the new name to HR-Records. W-4 may be updated via myUCF self service.	Change sent via electronic file. Update can take approximately 1-2 months depending on when file is sent.

Optional Retirement Plan (ORP)	myUCF portal; Employee Self Service >Personal Information> Home and Mailing Address.	Complete Personal Data Sheet and submit with copy of Social Security Card listing the new name to HR-Records. W-4 may be updated via myUCF portal (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.
AIG Retirement	Jacque Bletzacker, 407-375-2090, Kelly Torresin, 407-435-5497 or Todd Chamelin, 407-482-8825	Jacque Bletzacker, 407-375-2090, Kelly Torresin, 407-435-5497 or Todd Chamelin, 407-482-8825	Determined by provider
TIAA CREF	Sandy Couch, 877-267-4510 x 5108	Sandy Couch, 877-267-4510 x 5108	Determined by provider
MetLife Investors	Don Ogg, 407-782-5051 or Scott Williams, 407-310-5779	Don Ogg, 407-782-5051 or Scott Williams, 407-310-5779	Determined by provider
ING	Eddie Corbett, 407-277-0246 or Ann Kelly Naidenoff, 321-246-6141	Eddie Corbett, 407-277-0246 or Ann Kelly Naidenoff, 321-246-6141	Determined by provider
ING Reliastar	Phil Mendelson, 407-249-4038, Sarah Nicolaides, 407-312-3511 or Alex Garcia, 407-314-0110	Phil Mendelson, 407-249-4038, Sarah Nicolaides, 407-312-3511 or Alex Garcia, 407-314-0110	Determined by provider
Symetra	Eddie Corbett, 407-277-0246 or Ann Kelly Naidenoff, 321-246-6141	Eddie Corbett, 407-277-0246 or Ann Kelly Naidenoff, 321-246-6141	Determined by provider
Fedlity	Mike Erbaio, 239-560-0701 or Call 800-544-6666	Mike Erbaio, 239-560-0701 or Call 800-544-6666	Determined by provider
T. Rowe Price	Call 800-492-7670	Call 800-492-7670	Determined by provider
Vanguard	Call 800-662-2739	Call 800-662-2739	Determined by provider
Bureau of Deferred Compensation	Call 877-299-8001. Visit myUCF portal; Employee Self Service > Personal Information > Home and Mailing Address.	Call 877-299-8001. Complete Personal Data Sheet and submit with copy of Social Security Card listing the new name to HR-Records. W-4 may be updated via myUCF portal (Employee Self Service> Payroll And Compensation > W-4 Tax Information)	Determined by provider
Other Benefits			
Florida Pre-paid College Plan	Call 800-552-4723	Call 800-552-4723	Determined by provider
National Bond & Trust (Saving Bond)	Call 800-426-9314	Call 800-426-9314	Determined by provider