

Human Resources Name/Address Change Instruction Chart

Human Resources			
Provider Company	Address Change	Name Change	Timing
UCF Human Resources Employment Services & Records	1) Log into the myUCF portal (my.ucf.edu) 2) Navigate to Employee Self Service 3) Click on Personal Information 4) 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) <i>*Reminder: Submit with copy of Social Security Card listing the new name to HR-Employment Services & Records.</i> W-4 may be updated via myUCF self service (<i>Employee Self Service > Payroll And Compensation > W-4 Tax Information</i>)	Note: Changes to name and/or address with HR-Employment Services & Records will also change name and/or address on students records, with the Florida Retirement System and People First.
The Gabor Agency Insurance			
Provider Company	Address Change	Name Change	Timing
The Gabor Agency	1) Send letter to: 3452 Lake Lynda Drive Suite 361 Orlando, FL 32817 OR 1) Contact a representatives @ 800-330-6115 to request the change	1) Send letter to: 3452 Lake Lynda Drive Suite 361 Orlando, FL 32817 OR 1) Contact a representatives @ 800-330-6115 to request the change	Determined by provider
Retirement			
Provider Company	Address Change	Name Change	Timing
Florida Retirement System (FRS) and Optional Retirement Plan (ORP)	1) Log into the myUCF portal (my.ucf.edu) 2) Navigate to Employee Self Service 3) Click on Personal Information 4) 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) <i>*Reminder: Submit with copy of Social Security Card listing the new name to HR-Employment Services & Records.</i> W-4 may be updated via myUCF self service (<i>Employee Self Service > Payroll And Compensation > W-4 Tax Information</i>)	Change sent via electronic file. Update can take approximately 1-2 months depending on when file is sent.
VALIC	1) Update on VALIC website: Participants can go to VALIC.com/ucf and sign-in to their account to update or register for first time use and then update (after custom site is live – until then will be VALIC.com) OR 2) Available via calling the VALIC Contact Center: 1-800-448-2542 <i>Client Service Representatives are available Monday through Friday from 8am – 9pm ET</i> OR 3) Reaching out to a VALIC Financial Advisor for assistance or information Contact information can be found on the HR website here: http://hr.ucf.edu/current-employees/retirement/#retire1d .	1) Update on VALIC website: Participants can go to VALIC.com/ucf and sign-in to their account to update or register for first time use and then update (after custom site is live – until then will be VALIC.com) OR 2) Available via calling the VALIC Contact Center: 1-800-448-2542 <i>Client Service Representatives are available Monday through Friday from 8am – 9pm ET</i> OR 3) Reaching out to a VALIC Financial Advisor for assistance or information Contact information can be found on the HR website here: http://hr.ucf.edu/current-employees/retirement/#retire1d .	Determined by provider
TIAA	Call (800) 842-2252	Call (800) 842-2252	Determined by provider
MetLife Investors	Contact one of the local representatives to request update. Contact information can be found on the HR website here: http://hr.ucf.edu/current-employees/retirement/#retire1d .	Contact one of the local representatives to request update. Contact information can be found on the HR website here: http://hr.ucf.edu/current-employees/retirement/#retire1d .	Determined by provider
Fidelity	Contact 800-544-6666	Contact 800-544-6666	Determined by provider
Bureau of Deferred Compensation	Call 877-299-8002 OR Visit their online portal at www.myfloriddeferredcomp.com	1) Call 877-299-8002 2) Complete Personal Data Sheet (http://hr.ucf.edu/files/PersonalDataSheet.pdf) <i>*Reminder: Submit with copy of Social Security Card listing the new name to HR-Employment Services & Records.</i> 3) If needed, W-4 may be updated via myUCF self service (<i>Employee Self Service > Payroll And Compensation > W-4 Tax Information</i>)	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