



NAME AND ADDRESS CHANGE

It is important that OSU and benefits vendors have your current name and address to avoid lost mail. Below are the procedures to change a name and/or address on your personnel records and benefit programs. Unless stated otherwise, you may obtain the name/address change forms from the Human Resources website, the vendors' website or by requesting a name/address change packet be mailed to your campus address.

Human Resources Benefits and You

Personnel Records and HRS: There are several ways to change your address. You may change it on-line through *Web for Employees* webemp.okstate.edu. You may also complete an *OSU Personal Information Form*, <http://hr.okstate.edu/hr/newHire/PIF.pdf> or make a written request (that can be faxed (405) 744-8345) to OSU Employee Services, 106J Whitehurst. Be sure to include your name, identification number, and signature.

Current OSU employees may also send an e-mail request to osu-es@okstate.edu from a current work e-mail address. You are always welcome to visit Employee Services, 106J Whitehurst. Upon verification of your identification (photo ID preferred), staff will change your address on-line for you. You may also call (405) 744-5449 to report the address change. We will ask you a couple of questions to verify your identity.

To change your name on the Human Resources System (HRS), send or bring a copy of your new social security card (with your new name) to OSU Human Resources, 106 Whitehurst.

Within 48 hours of your name change being processed in HRS, you will have the ability to change the name associated with your Information Technology services (e-mail, etc.). After completing the HR name change process, check the O-Key Account Management system okekey.okstate.edu to update the name associated with your IT services.

Employee ID Card: After your name change is processed on HRS, you may request a new employee ID card at 432 Student Union. You will need to verify your identity with a photo ID. Call (405) 744-8434 with questions about the employee ID process.

University Insurance Plan: To change your address and/or name for health care, dental, or vision insurance, call OSU Employee Services at (405) 744-5449 or you may do so by logging into *Web For Employees* and updating personal information. Electronic notification is sent to BlueCross BlueShield at the end of every week. Address changes to dental and/or vision plans will be done by OSU Employee Services upon notification of change.

Life Insurance: Human Resources Employee Services' name and address records are used for your life insurance policy. No additional action is required.

Flexible Benefits Plan: Electronic updates are sent to Planned Benefits Systems on a weekly basis based on the information in the HRS system. You may also change your address by checking the new address box the next time you file a flex reimbursement claim form www.cci-pbs.com.

Long Term Disability and Cancer Care: If you are currently enrolled in long-term disability or cancer care, your new address or name would be updated at the time of a claim.

Long Term Care: To change your name and/or address with John Hancock, you may call 1-800-482-0022.

Oklahoma Teachers' Retirement: You may change your name or address by completing an OTRS *Personal Data* form at hr.okstate.edu/benefits/bform.htm. The completed form should be mailed to OTRS at PO Box 53524, Oklahoma City, OK 73152, or you may call OTRS at (877) 738-6365.

TIAA-CREF Retirement: To change your address with TIAA-CREF, use the *TIAA-CREF Change of Address* form found at hr.okstate.edu/benefits/bform.htm. Send the forms to TIAA-CREF, 730 3rd Avenue, New York, NY 10017-3206.

To change your name, you should contact TIAA-CREF at 1-800-842-2776. They will need your social security number, your previous name, and your new name. They will also require a certified copy of any court order or other document authorizing the name change.

Other University Records: You will also need to change your name or address on other University records such as the Bursar's and/or Registrar's offices. Contact those offices for additional information.

If you need assistance in accessing *Web for Employees*, call or come by OSU Employees Services 106J Whitehurst, (405) 744-5449. We will be glad to assist you.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.