UNIVERSITY AT ALBANY
State University of New York

Office of Human Resources Management

State Employee Update Form

Name:	NYS Employee ID:
Email Address:	Phone:

ADDRESS CHANGES

Legal address (updated on-line) will be used to update payroll and health insurance records (excluding foreign addresses). If you wish to use other than your legal address for your paycheck, health insurance address, or other University communications, you must complete the section below.

OTHER (Mailing) ADDRESS: ☐ Health Insurance ☐ Paycheck ☐ University communications
(select all that apply)

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_____

CAMPUS ADDRESS

Campus Mail: BLDG: ROOM:

Or Off-Campus Address: BLDG: ROOM:

Signature:	Date:

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