



Please use this form to request an address change in HRMS. Current University employees can update your address in HRMS by following Self Service > Personal Information > Personal Details. Undergraduate students with a position in student employment should update their address by completing the student address and telephone number change form and submit to the registrar.

EMPLOYEE INFORMATION		
Last Name:	First Name:	Employee ID:
New Mailing Address: (Please Print)		
EMPLOYEE ACKNOWLEDGEMENT		
Employee's Signature: _____		Date: _____

Return completed form by mail, fax or email:

Mail: University of Rochester
Payroll, Box 278893
Rochester, NY 14627-8893

Fax: (585)-427-7188 **Email:** payroll@rochester.edu

Payroll Use Only		
Date Request Received:	Date Processed in HRMS:	Processed By: