



Instructions for updating Personal Information

Employees may update their home address (HR) and emergency contact (EM) information using the self-service option of MYFIT.

1. Log into MYFIT using your current username and network password
2. Click on the Employee tab
 - Online Information System
 - Personal Information
3. Select Update your mailing Address(es) and Phone(s) *or* Select Update Emergency Contacts

Complete Steps 1-3 above before moving to either of the sections below

To update Home Address:

- a. Select the link titled Current- corresponding to your current address on file
- b. Enter the new effective date for your address in the Valid From This Date box. The date entered must be after the *Until this Date* of your current HR Address. For the updated address, you are not required to enter the *Until This Date*
- c. Enter your new address and phone number
- d. Click Submit

To update Emergency Contact

- a. Select the name of the emergency contact you wish to update or delete. To insert a new contact, click the New Contact link
- b. Enter new information
- c. Click Submit Changes

Your new information will be sent to your Healthcare Provider and to Payroll. If you are enrolled in any benefits, you may also have to update your records with the [Benefits Carriers directly](#). Additionally, you must also update your [Tax documents](#) (W-4 & IT-2104) and submit them directly to the Payroll Office, located at 236 W. 27th St, 5th Floor.