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Subject State Employees - Last chance to change your Home Address for W-2 mailing

To: All State Employees

In late January, state funded employees will have their year-end W-2 statement mailed directly from the Office of the State Comptroller in Albany. W-2's will not be distributed from the Payroll office as in past years.

Your W-2 will be mailed to the Home or PO Box address which appears on your paystub/advice. Please verify that the address on your December 17, 2003 paystub is correct and make necessary changes by Monday December 22, with your Human Resources Department.

Changes to your address can be made by completing and submitting the Employee Demographic Data Change Form which can be found on-line at <http://www.stonybrook.edu/hr>, go to Forms and Publications for State employees. Address changes can also be made on-line via the SOLAR system by navigating to Your Portfolio, Address, and click "Correct this Home (Perm) Address."

If you have any questions, please contact Wendy Scharf at 632-6202 or Julissa Fernandez at 632-6156.

From all of us in Human Resource Services, have a safe and happy holiday season.

Rick Sadetsky
Assistant Director
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