Employee can update their TC, W2 and Mailing addresses and phone number by login to my.tc.columbia.edu.
Update Address(es) and Phone(s)

- Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

Please limit your changes to the following fields:

TC BOX Number: For Box number (Please enter three numbers only - e.g. 999. Do not enter "Box").
TC Office Address:
Room: Please input room number only. Do not include the Building here.
Building: Select it from the drop down menu.
Non-TC Office Address (STREET ADDRESS): Please use only if your office is not on the TC campus.
Phone Number: Enter seven-digit phone number (without hyphen)
Extension: Enter last four digits of phone number.

Click on the Submit button to save your changes.

Readers, College Office
Valid From This Date: MM/DD/YYYY 02/16/2015
Until This Date: MM/DD/YYYY
Room:
TC BOX Number:
Building:

OR STREET ADDRESS: (If your office address is not in one of the buildings listed above.)
City: New York
State or Province: New York
ZIP or Postal Code: 10027
County: Not Applicable
Nation: Not Applicable

Primary Phone Number For This Address:
Area Phone Extension
Code Number
212 OR

Select
Select
Select
Select
Select
Select

Phone Type
Area Code Phone Ext.
Number
International Access Code
Unlisted
and Phone Number
Delete

OR

OR

OR

OR

OR

After update the address click Submit button.