

Welcome to Cornell University Library



Cornell University
Library

Welcome!



Cornell University
Library

Welcome to Cornell University Library (CUL)! If you don't know already, this is a terrific place to work. The library is truly one of Cornell's most precious assets — its collections, services, and especially the staff are among the very best in the world. Graduating seniors consistently rank the library as the first among 38 administrative services of the university and CUL leads its peers in user satisfaction ratings among research libraries in North America. You can take pride in joining our ranks.

This information has been designed to help acclimate you to the library. You will find information on policies and procedures, services, organizational culture, learning opportunities, and the various means for communicating within the system. Our staff in Library Human Resources is also available to help you gain your sea legs and to provide support throughout your tenure. I wish you a productive and enjoyable career.

Best wishes,

Lyndsi R. Prignon, PHR
Director
Library Human Resources

About Us



Cornell University
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About Us provides information about the Library's administration and *organization*. Included are links about our vision and mission, collections, events, partnerships and initiatives, and more.

Visit the [CUL Acronym Dictionary](#) to help orient yourself to CUL-speak!

A screenshot of the Cornell University Library website's "About Us" page. The page has a red header with the Cornell University Library logo and name, and a search bar. Below the header is a dark navigation bar with links for Home, About Us, Libraries and Hours, Courses, Research, Services, Ask a Librarian, Help, and My Account. The main content area is white and features a breadcrumb trail "Home / About Us". On the left, there is a list of links under the heading "ABOUT US": Inside the Library, News, Collections, Visitor Information, Staff, and Partnerships and Initiatives. On the right, there is a section titled "About Us" with a welcome message and a "Learn more »" link. Below this is a "NEWS" section with a link to "3-D printer helps Library gauge interest in maker spaces". At the bottom right, there is a "News" section with a link to "Inside the Library".

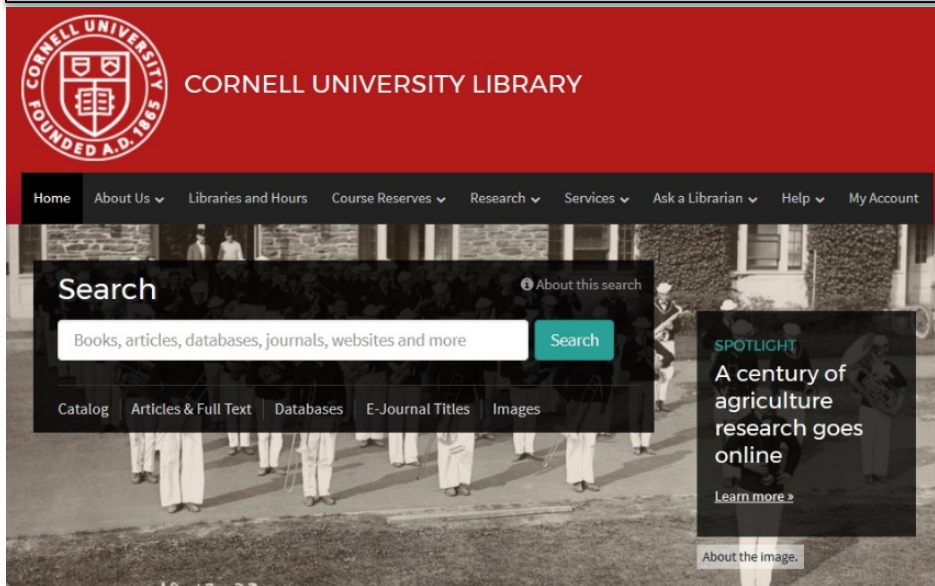
<https://www.library.cornell.edu/about>

Cornell University Library



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We offer outstanding resources and services.



In addition to traditional resources and services, we offer more:

- ❑ Loans for special equipment, including phone chargers, laptops, and umbrellas
- ❑ Streaming audio and video (classical music, including video and live performances)
- ❑ Extensive DVD collections
- ❑ mannUfactory makerspace – try virtual reality, crafting, or 3D printing

COURSE RESERVES

Search course reserves

RESEARCH

- > Ask a Librarian
- > Citation Management
- > Collections

SERVICES

- > Borrow, Renew, Return Policies
- > Borrow Direct, Interlibrary Loan

HELP FOR

- > Alumni
- > Faculty and Instructors
- > Graduate Students

<http://www.library.cornell.edu/>

Staff Web



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Our Staff Web site helps keep employees informed about the topics and priorities of the Library, as well as providing information about committees, newsletters, and annual reports. This site is restricted to active CUL employees.

A screenshot of the Cornell University Library Staff Web SharePoint site. The top navigation bar is red with the SharePoint logo, Cornell University logo, and navigation icons (grid, bell, gear, question mark). Below the bar, there's a breadcrumb trail: 'BROWSE PAGE' and 'Cornell University Library Staff Web'. A search box is on the right. The main content area has a header 'Cornell University Library Staff Web' and a navigation menu with 'Departments', 'Committees', and 'Library Policies'. The main content is divided into three columns. The left column has a 'Home' link and a list of 'Departments', 'Committees', 'Documents', and 'Recycle Bin'. The middle column has three sections: 'CUL Strategic Planning' with links to 'CUL Opportunities and Challenges 2016-17', 'Library-wide Conversation (Oct 2012)', 'Toward 2015: CUL Strategic Planning (2010-)', and 'CUL Plan January 2010'; 'CUL Collaborations' with links to 'Tsinghua University Library--CUL Collaboration', 'CUL's Access to Resources and Expertise in China and Taiwan', and 'Other Collaborations in East Asia'; and 'CUL People and Resources' with links to 'Annual Statistical Reports', 'CU Library on Facebook', 'CUL Acronym Dictionary', 'CUL Labs Website', 'CUL Mentoring Program', 'CUL Numbers at a Glance', 'CULAR - Cornell University Library Archival Repository Service', and 'Fundraising Priorities'. The right column has two sections: 'From the University Li' with links to 'All Staff Meetings', 'CUL Annual Reports to the Provost', 'Library Salons', 'Presentations', 'Public Policy Statements', and 'Take One Messages'; and 'Reports and Documen' with a link to 'Library Briefing for President-Elect M (Jan 2017)'. At the bottom, there's a section for 'Library Newsletters and Blogs' with links to 'Cornell University Library Blog', 'CUL Conservation Blog', 'DSPS (Digital Scholarship and Preservation)', and 'E-Lists at CUL'.

<https://cornellprod.sharepoint.com/sites/cul/sw/SitePages/Home.aspx>

Libraries & Departments



Cornell University
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Links to
[Central
Departments](#)
provide
quick
reference to
individual
libraries,
collections,
or
departments/
divisions.

The screenshot shows the Cornell University Library website. At the top, there is a red header with the Cornell University Library logo and a search bar. Below the header is a dark navigation menu with links: Home, About Us, Libraries and Hours, Courses, Research, Services, Ask a Librarian, Help, and My Account. The main content area has a breadcrumb trail: Home / About Us / Inside the Library / Central Departments. Under the 'ABOUT US' section, there is a list of links: Inside the Library (with a right-pointing chevron), Vision and Mission, Strategic Plan, Central Departments, and Public Policies. Below this, there are more links with chevrons: News, Collections, Visitor Information, Staff, and Partnerships and Initiatives. The 'Central Departments' section is highlighted with a red heading. It states: 'These departments provide central support services for Cornell University Library:'. Below this, there is a list of services: Administrative Services (Accounting, Facilities and Business Operations, and Human Resources), Alumni Affairs and Development, Assessment and Communication, Collection Development, CUL Information Technology, Digital Scholarship & Preservation Services, Library Technical Services (Acquisitions & E-Resource Licensing Services, Cataloging & Metadata Services, Post-Cataloging Services, and Technical Services Automation), and Research and Learning Services. At the bottom, there is a 'NEWS' section.

Library Human Resources



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The *Library Human Resources* page is a helpful resource for our employees. We provide information about training and professional development, payroll, student employment, recognition, and links to policies and forms that are frequently requested.

A screenshot of a Confluence page titled "CUL Human Resources Home". The page header includes the Cornell University logo and the text "Cornell University". The navigation bar shows "Confluence Dashboard", "Spaces", and "Browse". A search bar is present. The main content area features a sidebar with a navigation menu, a top banner about Diversity and Inclusion, and a main section titled "CUL Human Resources Home" with a description of the library's role, office hours, and contact information. A photograph of a Cornell University building is also visible.

Cornell University

Confluence Dashboard Spaces Browse Search Log in

Information icon: Diversity and Inclusion are a part of Cornell University's heritage. We're an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

CUL Human Resources Home

Created by Karla Sharpsteen, last modified by Bonnie A Bailey on Oct 26, 2015

Library Human Resources takes a leadership role in providing programs and services in accordance with Cornell University's core values and human resource principles. We strive to create and maintain a supportive work environment for all staff to achieve success in fulfilling [Cornell University Library's mission](#).

Office hours

- Monday-Thursday: 8am - 4:30pm
- Friday: 8am - 3:30pm

Cornell students interested in completing I-9 paperwork may bring [documents confirming employment eligibility](#) to 213 Olin Library during the following times: Monday-Friday, 9am-3pm. Call 607-255-7071 with questions.

Navigation Menu:

- Who We Are
- Employment Opportunities for Staff and Academic Librarians
- Student Employment
 - Information for Student Employees
 - Student Employment - Information for Employers
- Working in the Library
 - Department Payroll Representatives
 - Endowed Employee Orientation
 - Listservs for Library Staff
 - New Employee Frequently Asked Questions
- Academic HR
 - Learning Opportunities
 - Supervisor Resources
 - Employee Recognition
 - Diversity Initiatives
- HR News
- Forms

<https://confluence.cornell.edu/display/libhumres/Home>

Employee Recognition



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We value our employees and have created ways to recognize accomplishments:

Appreciation Portal

Cornell is committed to cultivating a culture of appreciation that celebrates our employees' achievements and contributions throughout the year. The [Appreciation Portal](#) is designed to provide managers the ability to recognize a colleague's success or milestone the moment it happens.

The [CUL Outstanding Performance Award](#) and the [CUL Innovation Award](#) are awarded to selected employees on an annual basis. Calls for nominations typically occur in the spring.

**YOU'RE A
STAR!**



The [CUL STAR Award for Library Staff](#) provides an opportunity to recognize your colleague's work and commitment to excellence in the Library. Nomination forms may be requested from Library HR. They are accepted throughout the year.

[Other forms of recognition](#) are also encouraged.

Whom to Contact in HR...



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Please feel free to contact anyone in the *Library Human Resources Office* if you have questions or concerns. Although each of us is happy to speak with you, the following list identifies staff based on their areas of primary support:

Lyndsi Prignon, Director, 5-9560

Oversees HR for all of CUL and Cornell Press. Oversight includes diversity and inclusion, employee recognition, employee relations, harassment advisor, leaves, performance dialogues, policy clarification, CUL position justifications, position review and compensation, recruitment and appointments.

Bonnie Bailey, HR Assistant, 5-7021

All academic HR support, including recruitment, reappointment and academic promotion process, academic leaves. Support for all CUL staff with employee recognition, employee relations, exit interviews, performance dialogues, position reviews and reclassifications, and general Workday support.

José Delgado, HR Assistant, 5-5485

Manages student employment and provides HR support all non-academic staff in CUL Administrative Operations, Asia Collections, Assessment and Communications, CU Press, CUL-IT, DSPS, Law, LTS, RMC, and Scholarly Resources. Includes non-academic recruitment, payroll, and Workday time tracking support for these departments, as well as general Workday support.

Denise Smith Colon, HR Assistant, 5-7071

Manages student employment and provides HR support all non-academic staff in Access Services and Reference/RLS (in all libraries), Annex, ILL, OKU Collection Maintenance. Supports CUL learning opportunities/training and employee recognition. Includes non-academic recruitment, payroll, and Workday time tracking support for these departments, as well as general Workday support.

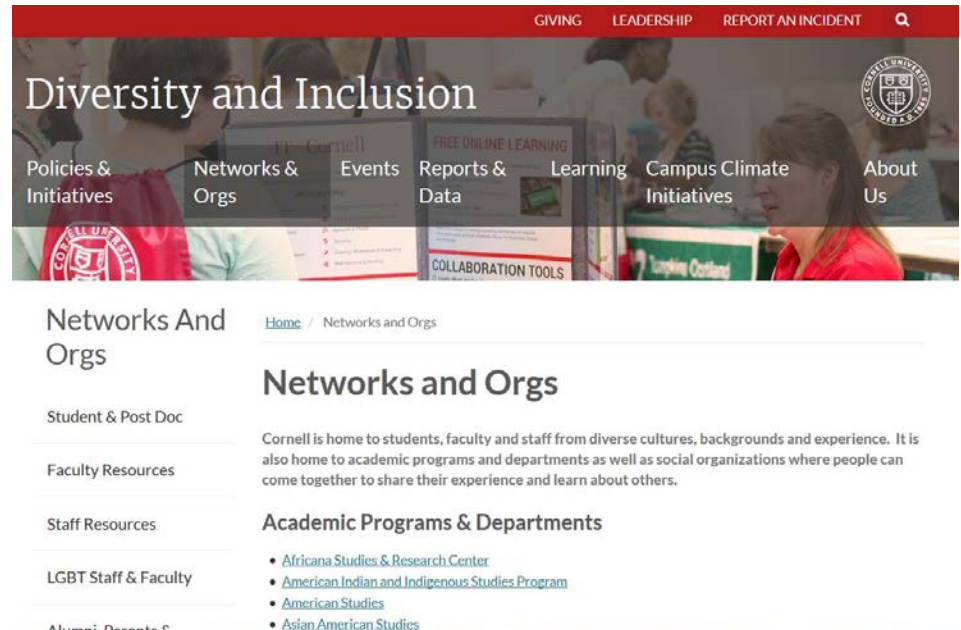
<https://confluence.cornell.edu/display/libhumres/Who+We+Are>

Diversity & Inclusion



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We are committed to fostering a diverse and inclusive environment, where each person feels they belong.



- ❑ Find a community:
<https://diversity.cornell.edu/networks-and-orgs>
- ❑ [Veterans & military personnel](#)
- ❑ [Restroom/Facilities Use Guidelines Statement](#)
- ❑ Get help or report an incident:
Contact [Lyndsi Prignon](#) in Library HR at 607-255-9560 or see <http://diversity.cornell.edu/> for other University resources



- ❑ [Notice and respond](#) to someone in distress

<https://diversity.cornell.edu/>

Building a Culture of Respect



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As part of its commitment to diversity and inclusion, Cornell makes a concerted effort to ensure that our community can identify potential acts of sexual violence and know who to contact and consult about it. Our aim is to make sure campus remains a safe and respectful academic and workplace environment focused on education. Each member of our community benefits when our classrooms and workplaces are respectful and when the atmosphere is collegial and welcoming.

Federal law requires all faculty and staff to receive information about sexual assault/violence, domestic violence, dating violence (also known as intimate partner violence), and stalking prevention and response. New faculty and staff are required to complete this online program entitled [*Respect@Cornell: Addressing Sexual Assault and Sexual Harassment*](#). This training is assigned to new employees as part of the University Onboarding process.

View
“Building A Culture of Respect”

New York State and New York City require employers to provide annual training to employees on how to address sexual harassment in the workplace. This required on-line training, entitled “[*HR 202 - Maintaining a Harassment Free Workplace*](#)” contains important information, including options for support, reporting and resources. The training also provides guidance on when employees must share information about occurrences of sexual harassment affecting members of the Cornell community.

University Onboarding Center



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Pages for: [Welcome](#) / [Staff](#) / [Academics](#) / [Retirees](#)

Working at Cornell



Job Opportunities ▾ Benefits, Pay & Perks ▾ HR Policies ▾ Wellbeing ▾ Develop & Lead ▾ Our Workplace Culture ▾

Welcome Get Started ▾ **Before You Arrive ▾** Your First Days ▾ Your First Months ▾ Your First Year For Supervisors

[Home](#) / [Before You Arrive](#)

IN THIS SECTION:

Important Steps

Get To Know
Cornell

Welcoming All

Before You Arrive

There are important steps to take
before your first day on the job!

You've signed your offer letter -- now what?

New employees will be prompted to schedule an appointment with the University Onboarding Center. This appointment may occur on or before the first day of employment.

Plan to complete necessary paperwork, have your photo ID taken, discuss transportation options, and discuss benefits.

<https://hr.cornell.edu/new-hires>

Cornell University Office of Human Resources



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The *University Office of Human Resources* page is another great resource.



Pages for: [Welcome](#) / [Staff](#) / [Academics](#) / [Retirees](#)



Working at Cornell

[Job Opportunities](#)

[Benefits & Pay](#)

[HR Policies](#)

[Wellbeing & Perks](#)

[Develop & Lead](#)

[Our Workplace Culture](#)

You Belong at Cornell

Resources and support for
our workplace community

What does inclusion look like at Cornell?

DIVERSITY INCLUDES DISABILITY



WORKDAY

CONTACT HR

HOLIDAY CALENDAR

CAREER/LIFE DIGEST

MANAGER TOOLS

HR PROFESSIONAL TOOLS

Get
information
about career
development,
career
opportunities,
benefits,
policies,
wellbeing,
and the
Cornell
culture.

<https://hr.cornell.edu/>

Facilities and Campus Services



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Facilities and Campus Services outlines sustainable transportation options for helping you get to work. Choices include purchasing a parking permit, bus services, vanpool, and more.

FACILITIES AND CAMPUS SERVICES



The campus-to-campus bus service (Ithaca/NYC) is convenient.



<https://www.fcs.cornell.edu/>

Learning Opportunities



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The library is committed to fostering an environment which supports growth in both job-related skills training and professional development. Cornell employees have many opportunities to continually develop their careers.

- ❑ [CU-Learn](#), Cornell's Learning Management System
- ❑ [Career Management Resources](#) - Tools for developing your career
- ❑ Library employees in a leadership role will receive [training](#) to help support them.
- ❑ [Educational Benefits](#) - Employee degree program (EDP), part-time study, tuition aid, tax information, Public Service Loan Forgiveness (PSFL) Program, dependent education
- ❑ [Tuition Aid FAQ](#)



Wellbeing



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Life involves more than the time spent at work. Cornell offers many programs to assist our employees in managing both life and work, including:

- ❑ [Financial resources](#)
- ❑ [Faculty and Staff Assistance Program](#)
- ❑ [SHARE Sexual Harassment & Assault Response and Education](#)
- ❑ [Domestic Violence Resources](#)
- ❑ [LGBT Resource Center](#)
- ❑ [Transgender Resources](#)
- ❑ [Cornell United Religious Work \(CURW\)](#)
- ❑ [Care.com Membership](#)
- ❑ [Emergency CARE Fund](#)
- ❑ [Navigating health challenges](#)
- ❑ [Caring for children](#)
- ❑ [Caring for elders](#)
- ❑ [Caring for pets](#)

<https://hr.cornell.edu/wellbeing-perks>

Cornell Wellness Program



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The Cornell University Wellness Program provides employees and retirees with diverse opportunities that foster joy, balance and well-being.

A screenshot of the Cornell University Recreation Services Wellness Program website. The page has a red header with the Cornell University logo and name, a search bar, and navigation links for "This Site" and "Cornell". Below the header is a main banner with the title "Cornell Recreational Services Wellness Program" and a photo of people in a gym. A dark blue navigation bar contains links for "HOURS & FACILITIES", "BOWLING", "FITNESS CENTERS", "INTRAMURALS", "NOYES", and "WELLNESS PROGRAM". The main content area is light green and includes a "Home" link, the title "Cornell Wellness", and a paragraph describing the program's mission. Below this are three small images: a woman clapping, a man in a pink shirt at a table, and a person on a bike. The page is divided into two columns: "For Individuals" and "For Departments", each with a brief description of services. On the right side, there are sections for "In this section" with links for "Recreation Membership" and "Cornell Wellness Outreach", "Highlights", and "September Is" with a "Food Education Month" event titled "Put Fruit To Work - Sept 19-23 Play Fruit Bingo - Win a Large Fruit Basket for your department!". There is also a "National Run/Walk Day" section at the bottom right.

<http://recreation.athletics.cornell.edu/wellness/>

Perks & Discounts



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In addition to excellent health care, retirement, and education benefits, Cornell employees can take advantage of these conveniences and discounts.

Car Purchases

- Maguire Automotive



Car Rentals

- Avis Car Rental
- Budget Rent A Car
- Enterprise Rent-A-Car
- Hertz Corporation
- National Car Rental



Cellular Phones and Service

- Verizon Wireless
- T-Mobile
- AT&T Mobility



Computers

- Apple Computers
- Dell Computers
- The Computing Center
- The Cornell Store



Computer Software

- Microsoft Office Software
- Antivirus Software

Printing Services

- FedEx Office and Print Services

Retailers

- Agway True Value Ithaca
- Corporate Shopping Company
- Michaels Stores
- Sedgwick Business Interiors
- W.B. Mason

Moving Services

- Moving Services

Travel Discounts

- AAA Corporate Travel
- Club Quarters
- Delta Air Lines Inc
- Hotel Discounts

Cornell Dining



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Cornell Dining offers a large selection of dining facilities. Cornell MealChoice is designed for faculty and staff and allows you to use your staff ID card as a debit card. There are several dining locations that offer \$7.50 All-You-Care-to-Eat lunches.


The screenshot shows the Cornell Dining website. At the top, there is a red navigation bar with the Cornell University logo and a search bar. Below this is a dark blue navigation bar with the text "LIVING @ CORNELL" and a list of menu items: "Get Started at Cornell", "Explore Cornell & Ithaca", "Dine Meals & More" (highlighted in teal), "Live on Campus", "Participate in Campus Life", and "Connect with Services". Below the navigation bar is a banner image of a salad. The main content area is titled "Dine : Meal Plans" and features the Cornell Dining logo with the tagline "Towering Above the Rest". A sidebar on the left lists various meal plans, with "MealChoice" highlighted by a teal arrow. The main content area is titled "MealChoice" and contains the following text: "MealChoice is the meal plan designed exclusively for Cornell faculty and staff. Like any debit plan, MealChoice gives you convenient, cash-free access to Cornell Dining eateries, campus vending machines with card readers, and Ithaca-area restaurants participating in City Bucks." It also includes a link to the program's terms and conditions, a section for adding money or checking account status, and a list of benefits: "\$7.50 Lunch", "10% Discount", and "10% Discount".

Cornell University Site Search

LIVING @ CORNELL

Get Started at Cornell Explore Cornell & Ithaca **Dine Meals & More** Live on Campus Participate in Campus Life Connect with Services

Dine : Meal Plans

 **Cornell Dining**
Towering Above the Rest

Meal Plans

APPLY FOR A MEAL PLAN or CHANGE YOUR MEAL PLAN

Traditional Meal Plans

House Meal Plans

Debit Meal Plans

Summer Meal Plans

Graduate Student Meal Plan

ExecutiveChoice

MealChoice

MealChoice Encore

City Bucks

Deadlines and Terms &

MealChoice

MealChoice is the meal plan designed exclusively for Cornell faculty and staff. Like any debit plan, MealChoice gives you convenient, cash-free access to Cornell Dining eateries, campus vending machines with card readers, and Ithaca-area restaurants participating in City Bucks.

[All full-time faculty and staff are automatically enrolled in this program.](#) Simply add money to your account to begin saving!

> **Add money or check on the status of your account through our account management system.**

Staff and faculty may also add dollars to MealChoice accounts with cash and check at Jansen's Market in Noyes Community Recreation Center: Monday through Friday between 10am and 5pm; Saturday and Sunday between 11am and 5pm; Appel and Robert Purcell Service Centers, and the Dining Contracts Office.

> **View the MealChoice terms and conditions**

What does MealChoice give you?

- **\$7.50 Lunch** – You pay only \$7.50 for Lunch (Monday-Friday) at any of our All You Care to Eat dining rooms on campus
- **10% Discount** – 10% off all breakfast and dinner purchases at any of our All You Care to Eat dining rooms on campus
- **10% Discount** – 10% off all breakfast, lunch, and dinner purchases at all cafes, food courts, and coffee houses

<http://living.sas.cornell.edu/dine/mealplans/mealchoice.cfm>

<http://living.cornell.edu/dine/>

Computing in the Library



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CUL Desktop Services provides IT support to the majority of the endowed and statutory library units. Please go to the [desktop support](#) page to see the chart for your support group.

A screenshot of a Confluence page titled "CUL-IT Desktop Services". The page has a blue header with "Confluence Dashboard Spaces" and a search bar. The main content area is divided into a left sidebar and a main content area. The sidebar contains sections for "Pages" (with links to "Blog" and "SPACE SHORTCUTS" like "Web Conference Best Practices", "Web Conferencing Checklist", and "Meeting and Conference Roo..."), "CHILD PAGES" (with a tree view for "CUL-IT Desktop Services" including "About this site", "Handy links", and "Meeting and Conference Ro...", and a "6 more child pages" dropdown), and "Space tools". The main content area has an "About Us" section with text about the Help Desk team and contact information, and a "CUL-Desktop Services Snapshot (click for more details)" section with a list of team members: Peter Magnus, Amy Blumenthal, Andy Goldman, Laura Heisey, Joe Richardson, Sean Taylor, and Tom Dunn. At the bottom of the main content area, there is a statement: "All of us are pleased to be of service to you and your department to address your desktop IT support needs."

Desktop Services can be reached at cul-dshelp-1@cornell.edu or by calling 607-255-8530.

<https://confluence.cornell.edu/display/desktop/CUL-IT+Desktop+Services>

Electronic Communities



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CU-Lib is a non-moderated e-list that is used to facilitate the communication of library-related business information and issues among library staff. Membership is restricted to active benefits-eligible CUL employees and new employees will automatically be subscribed to the list. Any subscribed member may send a message to the list and it will be received by everyone on the list. Examples of items to be sent include meeting announcements, workshop announcements, posting of agendas and minutes, cancellation notifications, and discussion on library-related issues. Best practice guidelines for CU-LIB members is here: <https://www.list.cornell.edu/t/123705835/8770702/688003/2001/>

CUL-Community-L is an e-list that was created to share announcements and events that are not work related and therefore not appropriate for posting to CU-Lib. Examples of messages that might be posted to this list are homes or apartments for rent, messages of topical nature, or announcements of non-library events or activities that you want to share. This is a list that anyone can subscribe to, but only subscribers may post messages. Membership is voluntary.

CUL-Student-Supervisor-L is an e-list that was created for CUL student supervisors to share information related to student supervision. New student supervisors will automatically be subscribed to the list. Examples of messages that might be posted to this list are questions about procedures for handling different situations or communications related to deadlines or general student employment information. Replies go to the entire list.

Many other special interest CUL lists were created to facilitate communication within specific communities. See: <https://cornellprod.sharepoint.com/sites/cul/sw/SitePages/E-Lists%20at%20CUL.aspx> .

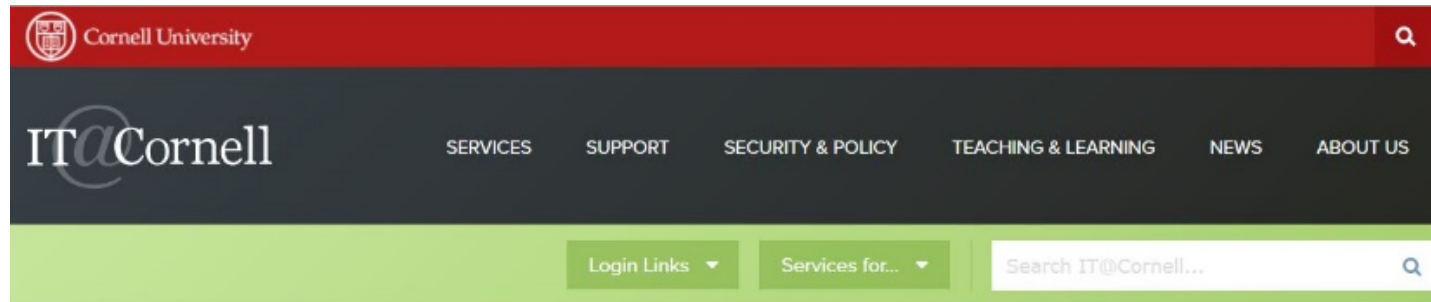
Instructions for joining, leaving, and managing e-lists are here: <https://it.cornell.edu/lyris> .

Two-Step Login

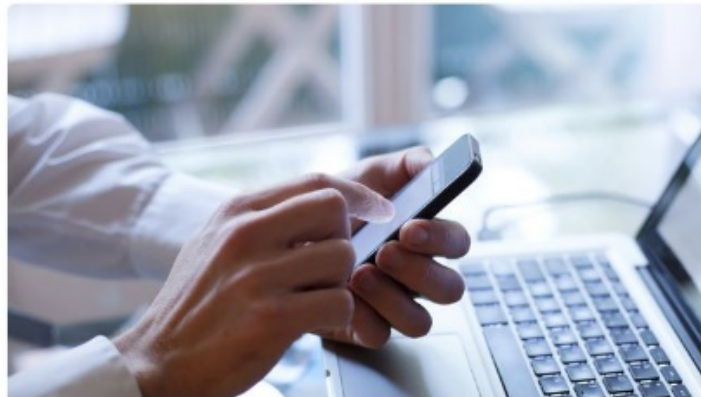


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Keep your
personal
information
safe by
enrolling in
Two-Step
login.



Two-Step Login



TWO-STEP LOGIN KEEPS YOUR MONEY AND INFORMATION SAFE

Faculty and staff: Your Cornell NetID password unlocks access to your pay, the ability to redirect it, and the information to file tax returns. If you also have access to information about students or other faculty and staff, a stolen NetID password puts them *and* you at risk.

IT @ Cornell



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The screenshot shows the IT@Cornell website homepage. At the top, there is a red navigation bar with the Cornell University logo and name on the left, and a search icon on the right. Below the navigation bar is a large image of students working on laptops. Overlaid on the right side of this image is a green box with the heading 'How can we help?' and a search input field. Below the search field is a 'Quick Login' section with links for Outlook on the Web, Cmail (Student Email), Cornell Box, Bb Blackboard, Zoom, and Yammer. At the bottom of the green box are social media icons for Facebook, Twitter, and YouTube. Below the green box, the page content includes 'IT Services for Teaching, Learning, and Research', a 'Connect at Cornell' link, and an 'IT Service Alerts' section with a 'Subscribe' button. A footer link reads 'Cornell blocking email attachments containing executable'.

IT support is also provided by Cornell Information Technologies.

<http://www.it.cornell.edu/>

Email & Calendar Systems



Cornell University
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Cornell
Library staff
currently use
Office 365-
based email
and
calendar.

The screenshot shows the IT@Cornell website. At the top, there is a red header with the Cornell University logo and name. Below this is a dark navigation bar with the IT@Cornell logo and several menu items: SERVICES, SUPPORT, SECURITY & POLICY, TEACHING & LEARNING, NEWS, and ABOUT US. A light green bar below the navigation contains 'Login Links' and 'Services for...' dropdown menus, and a search bar with the text 'Search IT@Cornell...'. The main content area is white and features the heading 'Email for Faculty and Staff' with a sub-heading 'Office 365: Email and calendar for faculty, staff, and graduate students'. Below this is a paragraph explaining that Office 365 is a cloud-based service from Microsoft that manages email, calendars, task lists, and address books. It also mentions that undergraduates and alumni use 'Email'. A section titled 'Features of Your Office 365 Account' lists three bullet points: mailbox size (50 GB), email software (Outlook or Outlook Web App), and mobile devices (Android, iPhone, Windows Phone). On the right side of the page, there is a sidebar with a search bar and three blue buttons: 'Choose Your Email/Calendar App', 'Outlook on the Web LOG IN', and 'Adjust Your Calendar's Free/Busy Settings'. There is also a section for 'Email for Faculty and Staff Alerts' with a link to 'Cornell blocking email attachments containing executable content' and a notice for 'EMERGENCY MAINTENANCE' on 5/15/17.

http://www.it.cornell.edu/services/guides/facstaff_email/

Keep Your Contact Information Current



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Update your contact information in Workday

- ❑ Login to Workday at <http://workday.cornell.edu/>
- ❑ Select “Personal Information,” and “change” to edit your contact information
- ❑ Select “edit” and make the change(s)
- ❑ Be sure to submit the change



Update your contact information in the main Cornell Electronic directory

- ❑ Login to “Who I Am” at www.it.cornell.edu/services/whoiam/
- ❑ Select “edit information” and make the change(s)
- ❑ Click “update” at the bottom of the screen when you are done

**** It is important to keep information up-to-date in both places.**

Some changes may not appear immediately, so check the Cornell on-line directory the next day to verify your updates.

<http://workday.cornell.edu/>

Recording Time Away from Work



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Vacation and sick leave begin accruing on the first day of work, but may not be taken before it is accrued. Vacation time may be taken with supervisory approval. The annual reset, for those who have exceeded the maximum accruable amount of vacation, is October 15th each year.

Nonexempt (Hourly) Employees must record their leave time in [Workday](#). Time worked should be recorded on a daily basis. Time off requests should be submitted in advance when possible, or as soon as possible after returning to work (in cases such as illness). All time entries will reviewed and approved by the supervisor.

Academic and Exempt Employees must record their leave time in [Workday](#). Time off requests should be submitted in advance when possible, or as soon as possible after returning to work (in cases such as illness). All time entries will reviewed and approved by the supervisor. It is important to regularly record time taken throughout the year as well as to monitor balances.

See the [staff holidays](#) observed at Cornell.

Direct Deposit



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- ❑ Cornell employees are encouraged to have paychecks automatically deposited into their bank accounts. Direct-deposit has several advantages over paper paychecks:
 - ❑ Checks will not be lost in the mail or misplaced
 - ❑ Pay will be received on payday, even while on vacation, sick, or out of town
- ❑ You are responsible for regularly reviewing your paystub to ensure accuracies with earnings, withholdings, etc.
- ❑ Employees may enroll or make changes to direct deposit in Workday by following these instructions.
- ❑ **Note:** Due to processing and pre-notification times, it may take up to two pay cycles before funds are direct deposited into your account. During this time employees will continue to have a paycheck mailed to the address on file.

View Your Paycheck or Tax Documents Online



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- As an active university employee, you can view or print your paychecks electronically. [Login to Workday](#) and click the “pay” icon. View the selected payslip.
- Active employees can [update federal and state](#) withholding allowances in [Workday](#).

** Due to timing, changes may not be reflected on the next paycheck. Please review your paycheck to ensure withholding allowance changes are accurately reflected.

- Active employees may also [opt in](#) for an electronic W-2.

<https://hr.cornell.edu/workday>

University Policies:



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Cornell has established policies to connect the university's mission to the everyday actions of its community. These policies clarify the institution's expectations of its individual members, mitigate institutional risk, enhance efficiency, and support the university's compliance with laws and regulations. A few polices are listed here:



Pages for: [Welcome](#) / [Staff](#) / [Academics](#) / [Retirees](#)



Working at Cornell

The screenshot shows the Cornell University HR Policies page. At the top, there is a navigation bar with tabs for "Job Opportunities", "Benefits & Pay", "HR Policies", "Wellbeing & Perks", "Develop & Lead", and "Our Workplace Culture". The "HR Policies" tab is selected. Below the navigation bar, the page title "Human Resources Policies" is displayed in red. A large image shows a man and a woman sitting at a table, looking at a laptop. To the left of the image, the text reads: "Know your rights and responsibilities in the Cornell workplace." Below this, there is a search bar with the placeholder text "Search for documents" and a dropdown menu set to "All Documents". A blue "SEARCH" button is located to the right of the dropdown menu.

- [CUL Academic Policies](#)
- [CUL Staff Policies](#)
- [Disability Accommodation](#)
- [Employee Discipline](#)
- [Flexibility in the Workplace](#)
- [Inclement Weather Procedure](#)
- [Prohibited Discrimination, Protected-Status Harassment, Sexual Harassment, and Sexual Assault and Violence](#)
- [Religious Accommodation](#)
- [Staff Complaint and Grievance](#)
- [Standards of Ethical Conduct](#)
- [Time Away from Work](#)

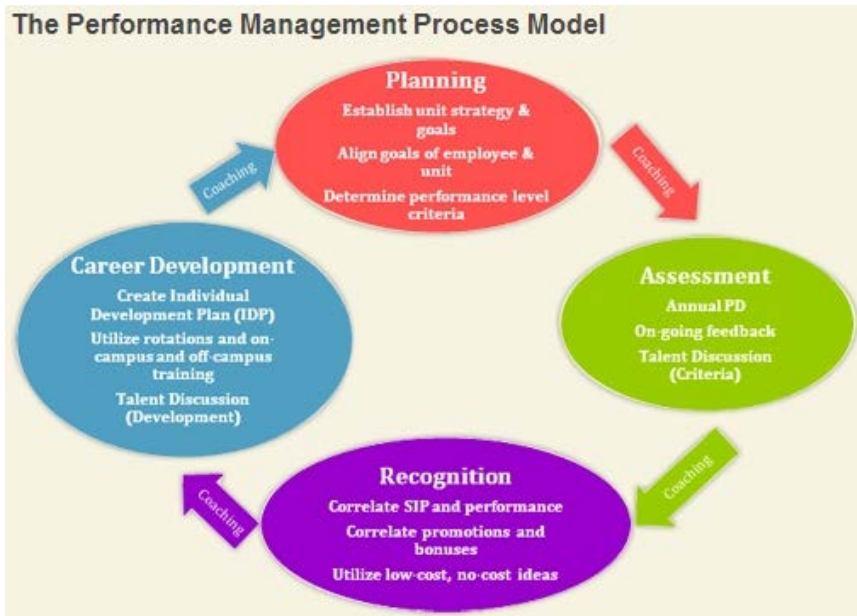
<https://hr.cornell.edu/hr-policies>

Performance Management



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The *performance management* process provides an opportunity for an ongoing exchange of views between a supervisor and the support staff regarding job results and performance planning. The performance dialogue process is designed to promote communication between supervisors and staff, improve job understanding, promote more effective job performance and on-the-job staff member development, and provide a basis for salary improvement decisions.



Nonexempt employees will receive a 90-day evaluation at the end of their probationary period.



Most academic employees will receive their first evaluation around six months after their hire (see academic procedure #28).

Skills for Individual and Organizational Success



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Success is neither fleeting nor accidental. Individually, we make a difference; collectively, we change our communities, Cornell and the world. The following skills are deemed essential for individual and organizational success.



Cornell University employees will strive to:

- Interact with integrity
- Contribute positively to an inclusive environment
- Support the organization's shared vision and mission
- Communicate clearly and consistently
- Act and take initiative
- Display sound judgment in problem solving
- Proactively seek self-development and coaching opportunities

<https://hr.cornell.edu/professional-development/performance/skills-success>

Leadership Skills for Success



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In addition, Cornell measures our leadership skills for success as:

- ❑ Interact with integrity
- ❑ Create an open & inclusive environment
- ❑ Inspire and articulate a shared vision and mission
- ❑ Communicate clearly and consistently
- ❑ Empower staff to act and take initiative
- ❑ Display sound judgment in problem solving
- ❑ Be a great coach

<https://hr.cornell.edu/professional-development/performance/leadership-skills-success>

Staying Healthy at Work

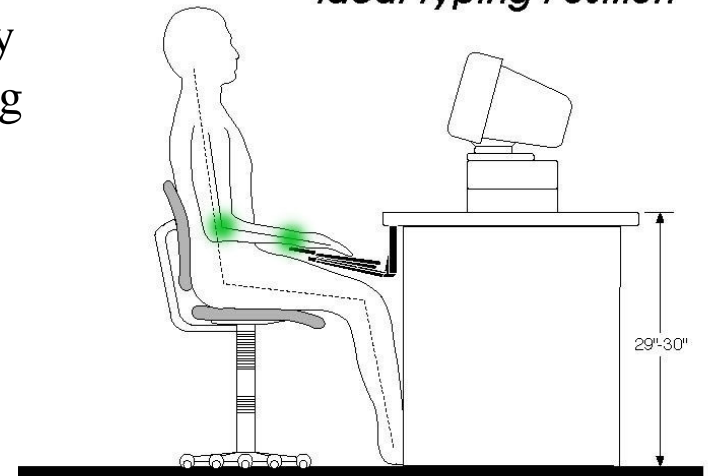


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Cornell University is dedicated to providing a safe and healthy environment for all Cornell students, faculty, staff, guests, and contractors.

- ❑ All accidents and injuries, no matter how minor, are required to be reported to university officials through the use of our injury reporting system. [Cornell University Accident Report](#)
- ❑ The supervisor of an injured employee, the department head, or a designated individual within the department, must complete all sections of this form within 24 hours after an injury is first reported.

Ideal Typing Position



Working in the Library



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We hope you enjoy your work in the Library. If you have any questions or concerns, please let us know.

Library Human Resources

213 Olin Library

Cornell University

Ithaca, NY 14853

607-255-7071