

CORNELL UNIVERSITY

Library

Welcome to  
Cornell University  
Library



# WELCOME!

Welcome to Cornell University Library! This is a wonderful 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 finest in the world. Graduating seniors consistently rank the Library as the first among 38 administrative services of the university and we leads our peers in user satisfaction ratings among research libraries in North America. You can take pride in joining our ranks.

This welcome packet has been designed to help acclimate you to the Library as well as the University. 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 (LHR) is also available to help you gain your sea legs and to provide support throughout your tenure. We wish you a productive and enjoyable career.

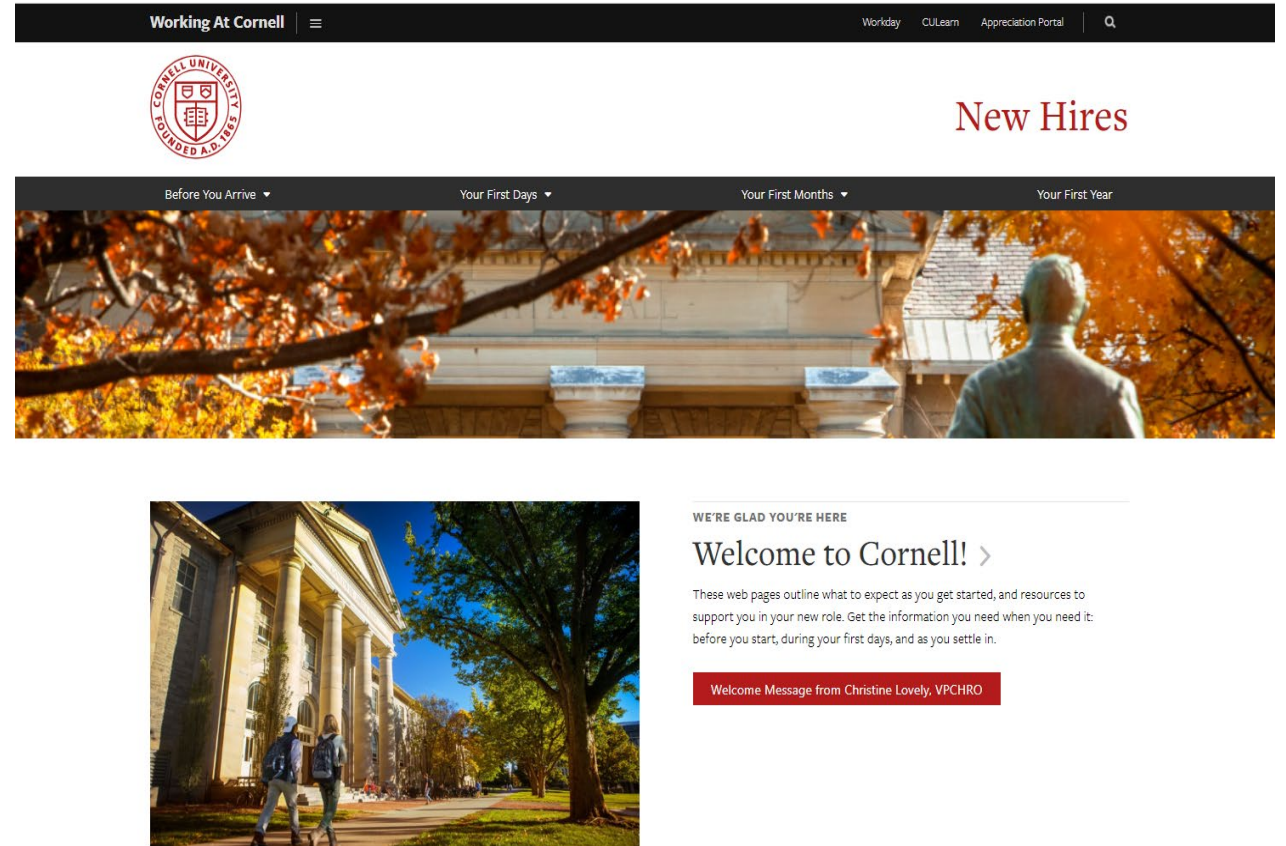
We look forward to having you as a colleague.

Your HR Team – Bonnie Bailey, Stephanie Hyland, Rachel Brill and José Delgado

# Onboarding at Cornell

New employees will be prompted to schedule an appointment with the HR Services & Transition Center as part of our employee onboarding process. 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.



The screenshot shows the 'New Hires' page on the 'Working At Cornell' website. The page features a navigation bar with 'Working At Cornell' and a search icon. Below the navigation bar is the Cornell University logo and the text 'New Hires'. A horizontal menu with four dropdown options is visible: 'Before You Arrive', 'Your First Days', 'Your First Months', and 'Your First Year'. The main content area includes a large image of a building with autumn foliage and a statue. Below this image is a section titled 'WE'RE GLAD YOU'RE HERE' with the heading 'Welcome to Cornell!' and a sub-heading 'Welcome Message from Christine Lovely, VPCHRO'.

# Big Red Welcome

The Big Red Welcome is designed to help you get off to the best possible start at Cornell.

This is a voluntary program for recent hires to share resources that introduce you to our extraordinary community.

[https://cornell.ca1.qualtrics.com/jfe/form/SV\\_0cGcIr8WxsChAsm](https://cornell.ca1.qualtrics.com/jfe/form/SV_0cGcIr8WxsChAsm)



GET OFF TO A GREAT START AT CORNELL

## The Big Red Welcome

Sign up to receive newsletters tailored just for new employees, and opportunities to participate in workshops where you'll meet other new Cornellians as well as colleagues from across the university. Benefits-eligible employees with less than two years of service are invited to participate

# Review Health Protocols

As a member of the Cornell community, we expect you to take active steps to stay informed as new information and governmental guidance becomes available regarding working during COVID-19.

Visit Cornell's [Covid-19 website](#) for up-to-date information.

The screenshot shows the Cornell University COVID-19 Response website. The header is dark red with the Cornell University logo on the right. Below the header, there is a search bar and a navigation menu with options for 'Students' and 'Faculty & Staff'. The main content area is titled 'COVID-19 Response' and 'Information for Faculty & Staff'. It includes an 'OVERVIEW' section with text about staying at home and getting tested, and a 'COVID-19 Etiquette for Faculty and Staff' section with bullet points for 'If you are ill' and 'If you test positive'. The bottom of the screenshot shows a Windows taskbar with several open browser windows.

Search this site

COVID-19 Response

INFORMATION FOR  
Students | Faculty & Staff

Home

Updates

Information for...  
Students  
Faculty & Staff

Spring 2023 semester

Testing

Vaccination at Cornell

Health & Safety

HEERF Emergency Funding

Visitors & Events

Travel

Information for Faculty & Staff

OVERVIEW

Employees experiencing [symptoms consistent with COVID-19](#) should stay at home and get tested immediately by taking an antigen test or contacting your primary care physician. You can also find PCR testing facilities in your area by visiting state and local health department websites. If symptomatic, all employees - including faculty, staff and student workers - must complete the [Daily Check](#) health assessment and notify your immediate supervisor if you are ill and need time away from work.

COVID-19 Etiquette for Faculty and Staff

If you are ill:

- Do not attend class, work or other social gatherings.
- If you have symptoms suggestive of COVID-19, seek and perform an antigen test.
- If you are feeling particularly ill, contact your primary care provider.

If you test positive:

- Report your antigen result through the [Daily Check](#), which helps track the prevalence on campus and enables employees to receive appropriate [workplace guidance](#).

# Flexible Work Arrangements

Based on business needs and organizational goals, some positions in our organization may allow for [workplace flexibility](#) in one form or another.

If a flexible work agreement can be supported, it must be recorded in Workday. Agreements should not exceed a 12-month period and they are subject to periodic reviews and approvals.

Specific locations for remote work are assessed to ensure legal compliance. Work conducted outside NYS requires additional approvals prior to the arrangement beginning. Contact Library HR for details.



# Required Training: HR 300

Cornell is committed to providing and maintaining a safe and inclusive environment for all students, faculty and staff. This commitment is an essential part of creating a successful and equitable living, learning and working environment.

HR 300 is a 45-minute online training program designed to help new Cornell employees better understand two critical University policies – Policy 6.4, “Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct” and Policy 6.3, “Consensual Relationships.” This is a mandated training and new employees have 30 days from their date of hire to complete this course.

- All course assignments will appear on your [“Me” tab in CULearn](#).
- Click the link or copy and paste the URL into your browser:  
[https://cornell.sabacloud.com/Saba/Web\\_spf/NA1PRD0089/app/me/plans](https://cornell.sabacloud.com/Saba/Web_spf/NA1PRD0089/app/me/plans).

# Diversity, Inclusion and Belonging

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

- [Advancing Diversity, Equity & Inclusion at Cornell](#) – CU101 AND CU102 need to be completed within the first year of employment. Employees are encouraged to complete the remaining (4) courses.
  - Find a community: <https://diversity.cornell.edu/networks-and-orgs>
  - Join a [Colleague Network Group](#)
  - Join [Cornell Recreation Connection \(CRC\)](#), whose mission is to encourage camaraderie and Cornell spirit among staff, faculty and retirees by providing social and recreational events.
  - [Restroom/Facilities Use Guidelines Statement](#)
  - Get help or report a bias incident: Contact Library HR at [libhr@cornell.edu](mailto:libhr@cornell.edu) OR see <https://cornell.guardianconduct.com/incident-reporting>
  - [Library Forum](#): The Library Forum was established to provide our employees with the opportunity to enhance their understanding of the library, weigh in on important issues, and become more engaged in the life of the Library. All library and Press employees are members of the Library Forum.
- [Notice and respond](#) to someone in distress



# Workplace Accommodations

- [Disability accommodation](#) - Employees with a qualified disability and who need assistance to complete work can apply for an accommodation.
- [Religious accommodation](#) – The university is committed to making every reasonable effort to accommodate religious observations.
- [Transportation accommodation](#) – Accessible transportation options are available to accommodate a temporary or long-term medical condition.

# About Us

[About](#) 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!

The screenshot shows the Cornell University Library website. At the top, there is a navigation bar with links: [About](#), [Libraries](#), [Get Help](#), [Study](#), [Collections](#), and [Research and Teaching](#). Below this is a search bar with the text "articles, databases and more" and a "Search" button. To the right of the search bar is a "GET STARTED" button. The main content area features a large image of three people looking at a screen. Below the image, there is a section titled "ABOUT" with a list of links: [Staff](#), [Library Executive Group](#), [Central Departments](#), [Liaisons and Selectors](#), [News](#), [Events](#), [Workshops](#), [Past Book Talks](#), [Commitment to Privacy](#), and [Diversity and Inclusion](#). The footer of the website shows several browser tabs: "Screenshots", "404 Error | Working ...", "About - Cornell Un...", "2022CornellUnivers...", "CUL Orientation C...", and "Screenshot (4).png ...".

# Cornell University Library

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

- Loans for special equipment, including phone chargers, and laptops
- Streaming audio and video (classical music, including video and live performances)
- Cameras



# Library Staff Web

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 library employees.

CORNELL UNIVERSITY  
Library

STAFF WEB

ABOUT US STRATEGIC PLANNING **BLOG** WORKING AT THE LIBRARY REPORTS AND DOCUMENTS HELP AND FORMS LET'S CONNECT

"It's a really convenient, really great service! Thank you for keeping it going! (contactless pickup)."  
—Anonymous.

STAFF BLOG

OTHER

Town Hall Notes for August 5, 2024

AUGUST 7, 2024 Ljw236 EDIT

Elaine Westbrooks' updates:

SEARCH

Search ...

MENU

About Us

Strategic Planning







# Libraries & Departments

Links to [Libraries](#) provide quick reference to individual libraries, collections, or departments/divisions.

The screenshot shows the Cornell University Library website. At the top left is the Cornell University logo and the text 'CORNELL UNIVERSITY Library'. On the right is a 'My Account' link. A red navigation bar contains links for Home, About, Libraries, Get Help, Study, Collections, and Research and Teaching. Below this is a search bar with the text 'Books, articles, databases and more' and a 'Search' button. A 'GET STARTED' button is also visible. The main content area is titled 'Libraries' and lists six library services with their respective icons, names, descriptions, contact information, and hours. A sidebar on the right titled 'LIBRARIES' contains a list of links: Find a Space, Visit, Policies, Gift Policy, Guidelines for Streaming Audiovisual Content, Guidelines for Using Materials from Our Collections, Nondisclosure Clauses, and Public Computing.

Home / Libraries

## Libraries

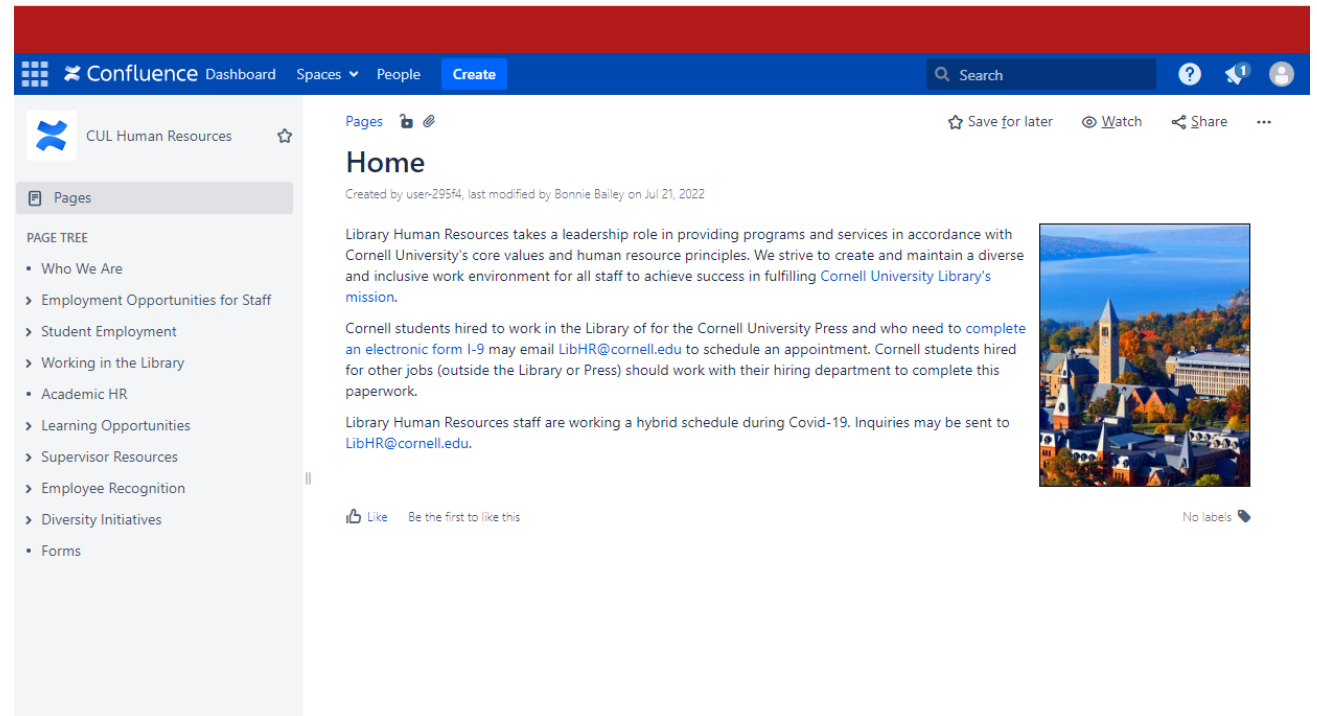
 <b>Adelson Library</b> Ornithology Reference: (607) 254-2165 Circulation: (607) 254-2165 Open until 5pm	 <b>Catherwood Library</b> Industrial and labor relations Reference: (607) 254-5370 Circulation: (607) 255-2277 Open until 8pm
 <b>Clark Physical Sciences Library</b> Reference: (607) 255-5076 Study space open 24 hours	 <b>Clarke Africana Library</b> Africana studies Reference: (607) 255-3822 Circulation: (607) 255-3822 Open until 9pm
 <b>Cornell Tech Library Services</b> Please email <a href="mailto:library@tech.cornell.edu">library@tech.cornell.edu</a>	 <b>Cox Library of Music and Dance</b> Reference: (607) 255-4011 Circulation: (607) 255-4011 Open until 8pm

**LIBRARIES**

- > Find a Space
- > Visit
- > Policies
  - > Gift Policy
  - > Guidelines for Streaming Audiovisual Content
  - > Guidelines for Using Materials from Our Collections
  - > Nondisclosure Clauses
  - > Public Computing

# Library Human Resources

The [Library Human Resources](#) page provides helpful resources for our employees, including information about training and professional development, payroll, student employment, recognition, and links to policies and forms that are frequently requested.



The screenshot shows a Confluence page for 'CUL Human Resources'. The page title is 'Home', created by user-29544 and last modified by Bonnie Bailey on Jul 21, 2022. The page content includes a paragraph about the Library Human Resources role, a paragraph about student hiring procedures, and a paragraph about hybrid work schedules. A 'Like' button is visible at the bottom of the page content.

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 diverse and inclusive work environment for all staff to achieve success in fulfilling Cornell University Library's mission.

Cornell students hired to work in the Library of for the Cornell University Press and who need to complete an electronic form I-9 may email [LibHR@cornell.edu](mailto:LibHR@cornell.edu) to schedule an appointment. Cornell students hired for other jobs (outside the Library or Press) should work with their hiring department to complete this paperwork.

Library Human Resources staff are working a hybrid schedule during Covid-19. Inquiries may be sent to [LibHR@cornell.edu](mailto:LibHR@cornell.edu).

# Whom to Contact ...

## **Bonnie Bailey, Director**

[bab3@cornell.edu](mailto:bab3@cornell.edu), 607-255-7021

Strategic HR oversight ▪ Academic HR  
Recruitment & Compensation ▪ Exit  
Interviews ▪ Harassment Advisor ▪  
Performance Management

## **Stephanie Hyland, HR Assistant**

[sh2546@cornell.edu](mailto:sh2546@cornell.edu), 607-255-9556

Student Employment ▪ Leaves  
Administration ▪ Payroll Support ▪  
Workday Time-Tracking & General  
Workday Support

## **José Delgado, HR Generalist**

[jad25@cornell.edu](mailto:jad25@cornell.edu), 607-255-5485

Employee Relations ▪ Staff/Non-Academic  
Recruitment & Compensation ▪ Employee  
Recognition ▪ General Workday Support

## **Rachel Brill, Admin Assistant**

[rlb54@cornell.edu](mailto:rlb54@cornell.edu), 607-255-5181

Support for all academic searches &  
select non-academic searches ▪ General  
Administrative Support

# Electronic Communities

**LIB-ALLSTAFF-L** is a moderated e-list to share announcements that are important to our entire community. Membership is restricted to active benefits-eligible library employees. New employees will be automatically subscribed.

**CUL-Community-L** was created to share announcements and events that are not work related and therefore not appropriate for posting to LIB-ALLSTAFF-L. Membership is voluntary, but is strongly encouraged as members often share helpful information. Examples may include recommendations about doctors, repairs, housing, or recreation.

**CUL-Student-Supervisor-L** was created for our student supervisors to share information related to student employment. Library HR will automatically subscribe new student supervisors. 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://blogs.cornell.edu/culstaff/e-lists-at-cul/>.

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

For a more comprehensive information about internal communications in the Library, visit: <https://blogs.cornell.edu/culstaff/cul-communicates/>.

We are using slack (workspace = [culib.slack.com](https://culib.slack.com))



# Computing in the Library

CUL-IT Desktop Services is here to help support the Library and CU Press staff 8am to 5pm Monday through Friday. You can reach them by any of the following methods:

- **Online** - Submit a ticket request via [CUL-IT Desktop Services Portal](#)
- **Email** - Their email address is [cul-desktopservices@cornell.edu](mailto:cul-desktopservices@cornell.edu)
- **Call** - The helpdesk number is 607-255-8530
- **Walk-in** - Visit them at 105 Uris Library (**Please note:** The office may be locked, even if they are in the room.)
- **For Audio/Visual Support** - Please use [A/V Support Request Form](#) on our Portal to request event or meeting support

The screenshot shows the Cornell University Library's CUL-IT Desktop Services Support Portal. The header is red with the Cornell University Library logo and a search bar. Below the header is a navigation menu with links for 'About Us', 'Monthly OS and Software Updates', and 'Services'. The main content area is titled 'Welcome to the CUL-IT Desktop Services Support Portal' and features several service tiles: 'Need IT Help?' (submit support request), 'Need Help With an Event or Audio Video Project?' (submit AV support request), 'Request an IT Project' (submit project request), and 'Need FOLIO help?'. A 'View Your Open Tickets' button is also present. A 'Popular Links' section includes links to 'CUL Staff Web', 'Slack Training for Beginners', 'IT Governance Process', 'CUL Slack', and 'IT@Cornell'. A 'Tips & Tricks' section features an image of a keyboard key with a lightbulb icon and a link to learn about ergonomics. An 'IT Security' section and a 'Cornell Phish Bow' section with a cat and a goldfish are also visible.

# Employee Recognition

We value our employees and have created various 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 employees and managers the ability to recognize a colleague's success or milestone the moment it happens.
- [Other forms of recognition](#) are also encouraged.

# Cornell University Office of Human Resources

The [University Office of Human Resources](#) page is another great resource.

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

Workday CULearn Appreciation Portal Pages For

## Working at Cornell

Jobs Understand Your Benefits Self Service Your Career Culture About

### How Can We Help?

Search

- Contact HR >
- Policy & Guidance >
- Staff Holidays >
- Events >
- Academic Calendar >
- News >

Tammy Johnson, facilities manager of projects, and Jeff Tester, professor in chemical and biomolecular engineering, examine data from the drill rig at the Cornell University Borehole Observatory.

**workday.** Access workday for payroll, benefits enrollment, time off and much more. [Go to Workday](#) [Workday Help](#)

# Facilities and Campus Services

[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**

About Us Services Projects Departments For Contractors For FCS Employees Contact FCS

Departments > Transportation and Delivery Services > Sustainable Transportation Options

## Getting Around the Cornell Campus

Transportation and Delivery Services

- TDS Announcements
- Parking
- TDS Services
- Campus-to-Campus Bus Service
- Sustainable Transportation Options**
  - Bus Services
  - Carpooling
  - Commuter Support Services
  - Cycling
  - Daily Decision Parking Option
  - RideShare
  - Travel Resources
- Accessible Transportation Information
- Administrative Staff
- Contact TDS
- Contact Us

We all make choices according to what is important to us. Whatever your motivation, the Cornell University campus is an ideal place to try out a car-free lifestyle, and [Transportation Services](#) is committed to offering a range of options to make your commute easy, economical, efficient, healthy, and sustainable.

# Learning Opportunities

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
- Jump start your Cornell career by registering for one of these [recommended trainings](#). Leadership training is strongly recommended for those in a supervisory role.
- [Educational Benefits](#) - Employee degree program (EDP), part-time study, tuition aid, tax information, Public Service Loan Forgiveness (PSFL) Program, dependent education
- [Tuition Aid FAQ](#)
- For trainings that cost money, submit a [Library Travel and Training Form](#) to request Central Funds and offset costs. Contact [LibHR@cornell.edu](mailto:LibHR@cornell.edu) for details before registering.

# Wellbeing

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](#)
- [Identity Resources](#)
- [Transgender Resources](#)
- [Care.com Membership](#)
- [Parenting](#)
- [Caring for elders](#)
- [Caring for pets](#)
- [Employee Emergency CARE Fund](#)
- [Navigating health challenges](#)

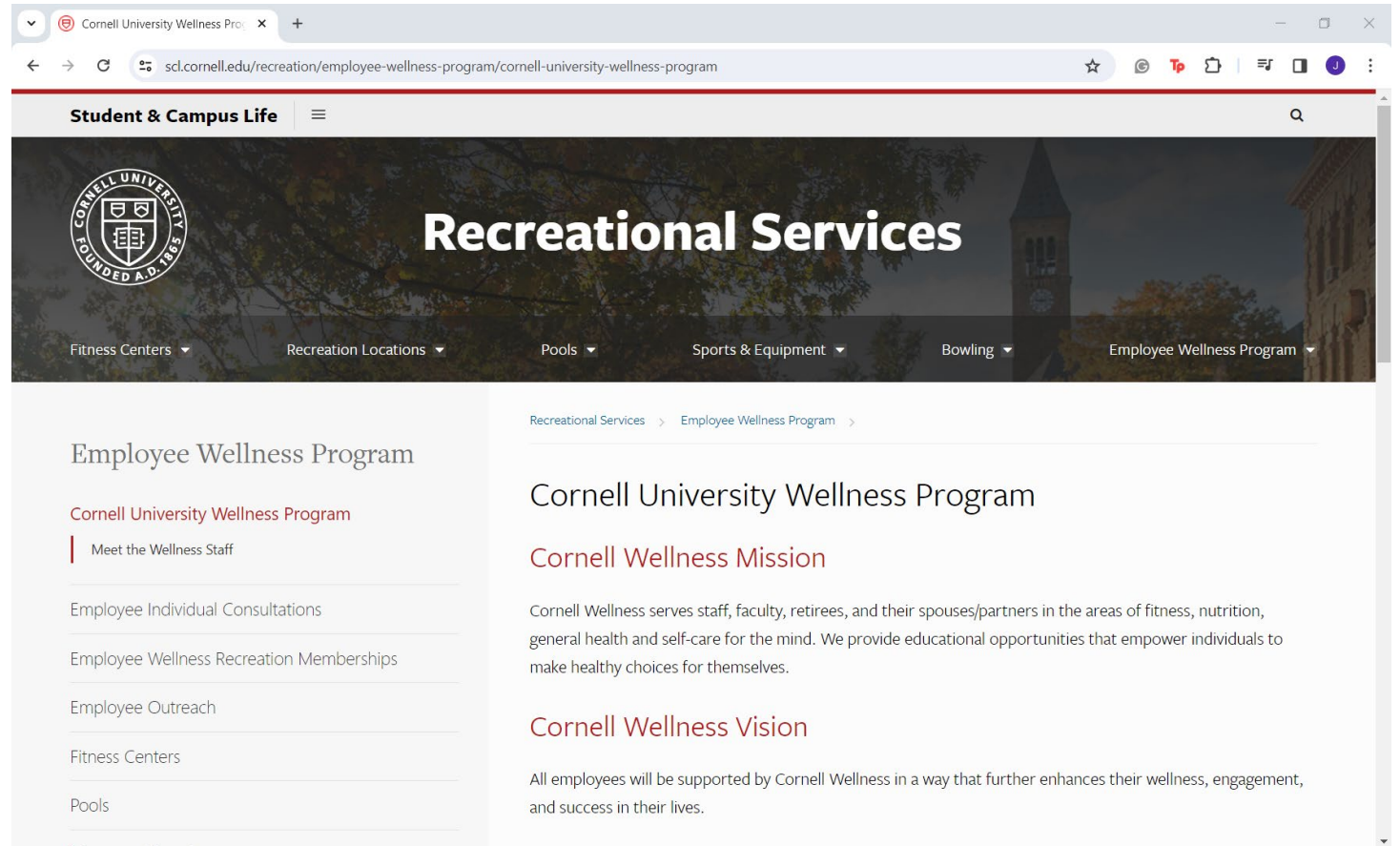
Bookmark [this page](#) to keep up with regular employee wellbeing updates.

View the [Wellbeing Resource Guide](#) for more comprehensive information.

# Cornell Wellness Program

## The [Cornell University Wellness Program](#)

provides employees and retirees with diverse opportunities that foster joy, balance and well-being.



# Sustainability at Cornell



Cornell University

Sustainability



Cornell has earned a platinum sustainability rating—the top status—from the Association for the Advancement of Sustainability in Higher Education (AASHE), the international group that tracks environmental stewardship for more than 1,000 college campuses.





# Perks & Discounts

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

# Cornell Dining

[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.

- Meal Plans & Rates
  - Applications & Changing Plans
  - City Bucks
  - Deadlines & Terms
  - Graduate Meal Plans
  - Manage Your Account
  - Meal Plan FAQs
  - Staff & Faculty Meal Plans**
  - Summer Meal Plans
  - Undergraduate Meal Plans
  - Winter Break Dining
  - Contactless payment

[Home](#) > [Residential Life](#) > [Dining](#) > [Meal Plans & Rates](#) >

## Staff & Faculty Meal Plans

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!

In addition to adding funds to your MealChoice account through the account management system, [Awardco](#) points received through the [Appreciation Portal](#) can now also be redeemed for MealChoice credit.

[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 a check in person at the RPCC Service Center, Hasbrouck Service Center, or WCHS house offices on West Campus.**

## What does MealChoice give you?

- **\$7.50 Lunch** – You pay only \$7.50 for Lunch (Monday-Friday) at any of our [dining rooms](#) on campus

# Two-Factor Authentication

Keep your personal information safe by enrolling in [two-factor authentication](#).

It's required for access to many university services.

## On This Page

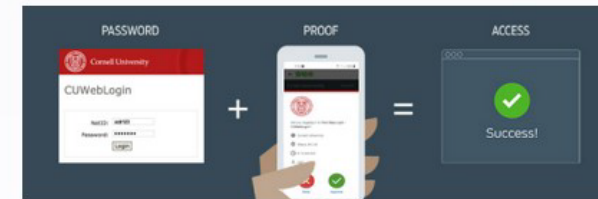
- [Two-Factor Authentication](#)
- [Key Features](#)
- [Who Can Use Two-Step Login](#)

[New Users: Get Started with Two-Step Login](#)

## Two-Factor Authentication

Two-Step Login adds an extra layer of security to your Cornell NetID and password by requiring:

- something you know (your NetID and your password), *plus*
- something you have (a physical device, like your phone)



This is called [two-factor authentication](#), and it's required for access to many university services, such as [Workday](#), [Student Center](#), and [Student Essentials](#). [Duo Security](#) provides the technology behind Two-Step Login. Two-Step Login makes it **much more difficult** for intruders to use your identity to access campus services. Even if your password has been stolen, the second step to the login process will prevent someone from logging in.

# IT @ Cornell

Most of our employees will go to our [CUL-IT Desktop Services team](#) for support.

However, Cornell also offers broad IT support from its Cornell Information Technologies department.

(IT @ Cornell).

The screenshot shows the IT@Cornell website homepage. At the top, there is a navigation menu with links for SERVICES, SUPPORT, SECURITY & POLICY, TEACHING & LEARNING, and NEWS. The main header features the IT@Cornell logo and a large image of a grey cat looking at a goldfish in a bowl. Overlaid on the image is the text "Stop That Phish!" with a link to "Tips for spotting email scams". Below the header, there is a search bar and a "Quick Login" section with links for Outlook on the Web, G Suite (Student), Cornell Box, Canvas, Zoom, and Secure File Transfer. A "More Login Links" dropdown menu is also visible. The main content area is titled "IT Services for Teaching, Learning, and Research" and contains several service tiles: "Tools for Working Remotely" (Services to help you work, teach, and learn from home), "Spot Fraudulent Emails (Phish Bowl)" (Phishing emails reported on campus), "Keep Cornell Secure" (Security tools, practices, policies, and information), and "Verified Communications" (Learn how to tell when a Cornell communication is official). On the right side, there is an "IT Service Alerts" section with a "VIEW ALL ALERTS" button. The alerts include "PeopleSoft Application of Oracle PUM 27, PeopleTools, Fluid Upgrade" (SCHEDULED SERVICE CHANGE 2/16/23, 9:50 AM) and "Spirion Client Application Unable to Communicate with Cent" (PERFORMANCE ISSUE 12/13/22, 3:42 PM).

# Keep Your Contact Information Current

## **Update your contact information in Workday**

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

## **Update your contact information in Cornell’s main electronic directory**

- Alert HR so they can update your directory entry.

Some changes may not appear immediately. Check the Cornell on-line directory the next day to verify updates.

# Recording Time Away from Work

Vacation and health and personal leave begin accruing on the first day of work, but may not be taken before it is accrued. Vacation time must have supervisory approval. The annual reset, for those who have exceeded the maximum accruable amount of vacation, is December 31<sup>st</sup> each year.

**All benefits-eligible staff and RTE Faculty 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 be reviewed and approved by the supervisor.

[University Policy 6.9, Time Off and Leaves](#), provides details for benefits-eligible non-academic employees.

[University Policy 6.2.1](#) provides details for RTE Faculty librarians and archivists

[Contact Library HR](#) if there are questions.

# Direct Deposit

- 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:** Your change is effective immediately, but due to payroll deadlines, it may take the next pay cycle before funds are direct deposited into your new account.

# View Your Paycheck or Tax Documents

- As an active university employee, you may view or print your paychecks electronically. [Login to Workday](#) and click the “pay” icon. View selected payslip(s).
- [Understanding your Cornell paystub](#).
- Active employees may [update federal and state](#) withholding allowances in Workday.
- Active employees may also [opt in](#) for an electronic W-2.

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



# University Policies:

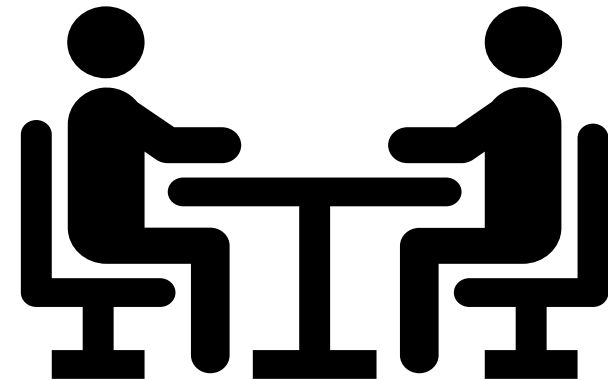
Cornell has established policies to connect the university's mission to the everyday actions of its community. These policies clarify the institution's expectations of its individual members, mitigate institutional risk, enhance efficiency, and support the university's compliance with laws and regulations.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

- [Library Academic Policies & Procedures](#)
- [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](#)

# Performance Management

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](#)).



# Cornell Skills for Success

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 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

The graphic features a red header with the Cornell University logo and the title 'Cornell Skills for Success'. Below the header is a grid of seven skill categories, each with a title, a brief description, and two bullet points. The categories are: Integrity, Inclusion, Vision, Communication, Initiative, Judgment, and Growth. The background of the graphic shows a scenic view of the Cornell University campus with a lake and mountains in the distance.

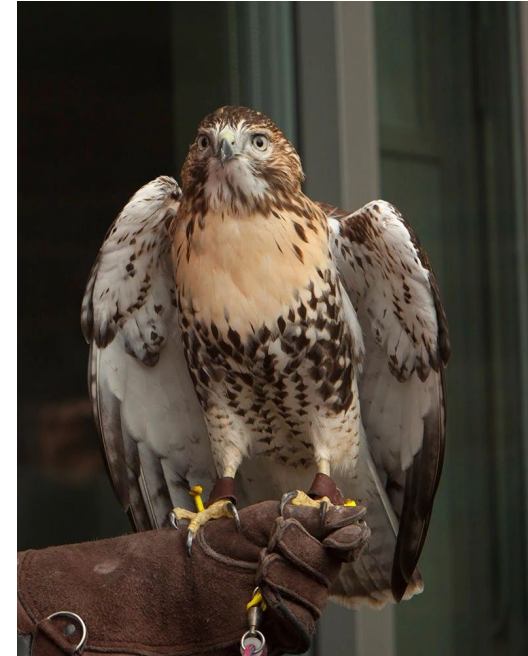
INTEGRITY	INCLUSION	VISION	COMMUNICATION	INITIATIVE	JUDGMENT	GROWTH
<b>Interact With Integrity</b>	<b>Contribute Positively To An Inclusive Environment</b>	<b>Support The Organization's Shared Vision And Mission</b>	<b>Communicate Clearly And Consistently</b>	<b>Act And Take Initiative</b>	<b>Display Sound Judgment In Problem Solving</b>	<b>Proactively Seek Growth Opportunities</b>
<ul style="list-style-type: none"><li>▶ Staff foster a workplace in which people are respected and engaged.</li><li>▶ Leaders support and model integrity.</li></ul>	<ul style="list-style-type: none"><li>▶ Staff act to help others feel like they belong.</li><li>▶ Leaders promote a culture of belonging.</li></ul>	<ul style="list-style-type: none"><li>▶ Staff are trusted to move university and team goals forward.</li><li>▶ Leaders inspire and articulate connection of the team's goals to the university mission.</li></ul>	<ul style="list-style-type: none"><li>▶ Staff advance a workplace where people are informed and heard.</li><li>▶ Leaders facilitate communications between staff, colleagues, and leadership.</li></ul>	<ul style="list-style-type: none"><li>▶ Staff take ownership of their work and results.</li><li>▶ Leaders empower staff with the support to take initiative.</li></ul>	<ul style="list-style-type: none"><li>▶ Staff find solutions to deliver results.</li><li>▶ Leaders use sound judgment to balance innovation with results.</li></ul>	<ul style="list-style-type: none"><li>▶ Staff are committed to continuous development.</li><li>▶ Leaders coach staff in their professional growth.</li></ul>

**Working@Cornell**  
[hr.cornell.edu/skillsforsuccess](http://hr.cornell.edu/skillsforsuccess)

# Leadership Skills for Success

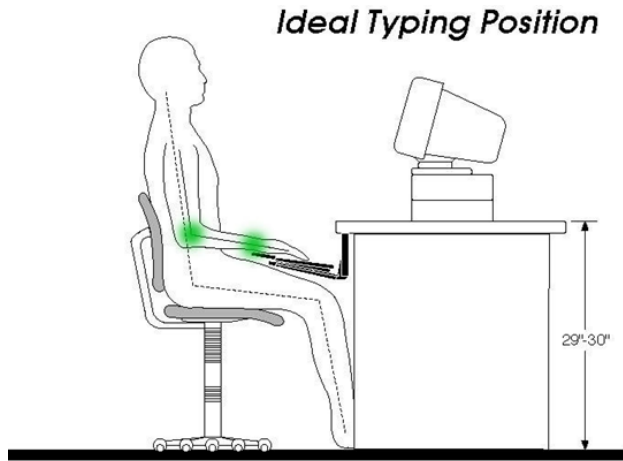
In addition, Cornell measures our leadership skills for success as:

- 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

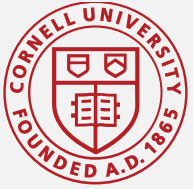


Cornell University is dedicated to providing a safe and healthy environment for all Cornell students, faculty, staff, guests, and contractors.

- Cornell provides an ergonomic assessment to employees. Please consult with your supervisor for more details.

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 Incident Report](#).

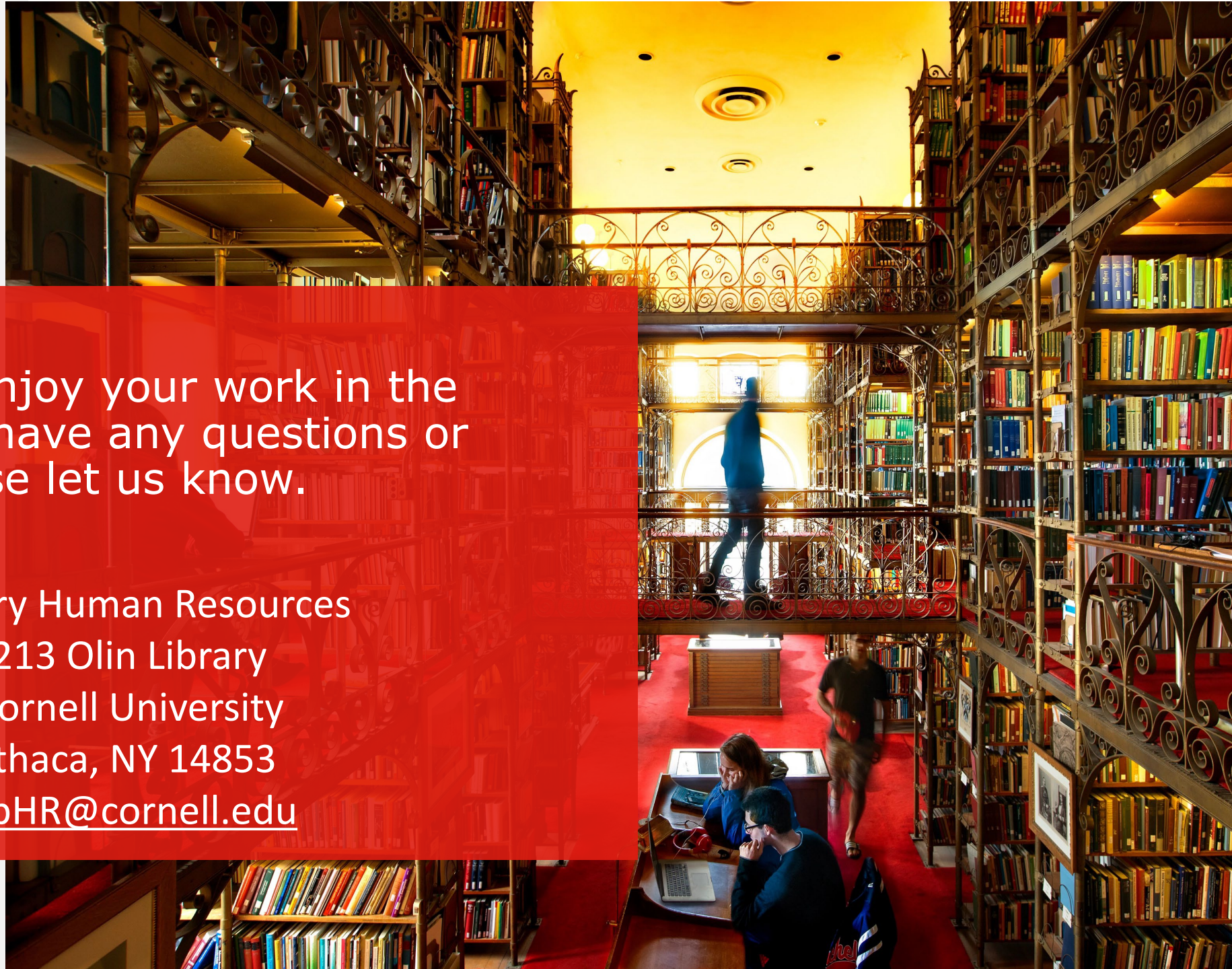
The supervisor of an injured employee, the department head, or a designated individual within the department, must complete all sections of this form within 24 hours after an injury is first reported. Please include [Bonnie Bailey's email](#) in the report.

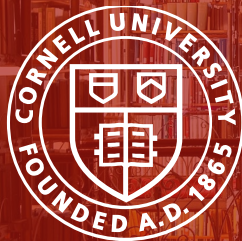


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We hope you enjoy your work in the Library. If you have any questions or concerns, please let us know.

Library Human Resources  
213 Olin Library  
Cornell University  
Ithaca, NY 14853  
[LibHR@cornell.edu](mailto:LibHR@cornell.edu)





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