

Welcome to Cornell University Library



Cornell University
Library

Welcome!



Cornell University
Library

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 the Library leads its 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 – Craig Wiggers, Bonnie Bailey, and José Delgado

Onboarding at Cornell



Cornell University
Library



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?

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

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

New employees will be prompted to schedule an appointment with the HR Services & Transition Center as part of the new employee onboarding process. This appointment may occur on or before the first day of employment.

Big Red Welcome



Cornell University
Library

Welcome

Get Started

Before You Arrive

Your First Days

Your First Months

Your First Year

For Supervisors

Big Red Welcome!



We're so glad you're here!

Click the link at the bottom of the Big Red Welcome page to sign up!

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://hr.cornell.edu/welcome/your-first-days/big-red-welcome>

Review Health Protocols



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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.

COVID-19 and Reactivation Planning



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

An advertisement for the "LIVE Smarter" campaign. It features two young men wearing white Cornell University t-shirts and face masks. The man on the left is wearing a black mask, and the man on the right is wearing a white mask. In the center, the text "LIVE Smarter" is displayed, with "LIVE" in a red box. Below this, it says "It's up to all of us to keep our classmates, co-workers, friends and neighbors safe and healthy." At the bottom, there are two buttons: "DAILY CHECK" and "LIVE SMARTER".

LIVE
Smarter

It's up to all of us to keep our classmates, co-workers,
friends and neighbors safe and healthy.

DAILY CHECK **LIVE SMARTER**

DOWNLOAD TOOLKIT

https://hr.cornell.edu/sites/default/files/faculty_and_staff_health_safety_protocols.pdf

Responsibility at Cornell



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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. Each member of our community benefits when our classrooms and workplaces are respectful and when the atmosphere is collegial and welcoming.

Responsibility @ Cornell meets federal and state legal requirements and will include updates based on the 2020 Federal Title IX regulations and Interim Policy 6.4: Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct. This training is assigned to new employees as part of the University Onboarding process and it should be completed within the first month of employment.

HR 300 - Responsibility at Cornell

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.

Diversity & Inclusion



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

- ❑ Advancing Diversity, Equity & Inclusion at Cornell – Six courses need to be completed within the first year of employment
- ❑ Library Diversity, Inclusion, and Belonging Council (DIB)
- ❑ Find a community: <https://diversity.cornell.edu/networks-and-orgs>
- ❑ Join a Colleague Network Group
- ❑ Restroom/Facilities Use Guidelines Statement
- ❑ Get help or report a bias incident: Contact Library HR at libhr@cornell.edu OR see <https://cornell.guardianconduct.com/incident-reporting>
- ❑ Library Forum: The Library Forum was established to provide Library staff 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 staff are members of the Library Forum.



Notice and respond to someone in distress

About Us

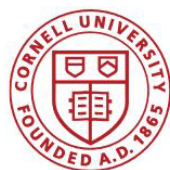


Cornell University
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About Us provides information about the Library's administration and *organization*.

Included are links about our vision and mission, collections, events, partnerships and initiatives, and more.

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



CORNELL UNIVERSITY
Library

[Remote Resources](#) ▾ | [I am...](#) ▾ | [Help](#) ▾

Search books, articles and more



[Search this site](#)

[About Us](#) ▾ | [Libraries](#) | [Textbooks](#) ▾ | [Research](#) ▾ | [Services](#) ▾ | [Ask a Librarian](#) ▾ | [My Account](#)

[Home](#) / [About Us](#)

[About Us](#)

- > [Inside the Library](#)
- > [News](#)
- > [Events](#)
- > [Collections](#)
- > [Visitor Information](#)

About Us

Welcome! In a time of rapid change, Cornell University Library continues to stand at the center of intellectual life on campus. With world-class collections and services — print, online, and in

<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

A screenshot of the Cornell University Library website. At the top left is the Cornell University logo. To its right, the text "CORNELL UNIVERSITY" is above "Library". Further right are navigation links: "Remote Resources", "I am...", and "Help". Below this is a dark navigation bar with links: "About Us", "Libraries", "Textbooks", "Research", "Services", "Ask a Librarian", and "My Account". The main content area features a search bar with the text "Search for books, articles, databases and more" and a "Search" button. Below the search bar are links for "RESOURCES": "Catalog", "Articles & Full Text", "Databases", "E-Journal Titles", and "Images". A "SPOTLIGHT" box on the right says "Borrowing a book? Try contactless pickup." with a "Learn more" link.

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

Library 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 Cornell University Library employees.

A screenshot of the Cornell University Library Staff Web site. The top navigation bar is dark with white text and icons, including "Log Out", "My Sites", "CUL STAFF WEB", "Customize", a notification icon with "0", and a "+ New" button. On the right side of the bar, it says "Welcome, bab3" next to a user profile icon and a search icon. Below the navigation bar, the page features the Cornell University logo on the left and the text "CORNELL UNIVERSITY Library" in a large, serif font. A large banner image shows a green bronze bust of a man's head in the foreground, with a view of a large university building and a tall clock tower in the background under a blue sky with light clouds. At the bottom, a dark teal footer contains the text "CUL STAFF WEB" on the left and a horizontal menu of links: "ABOUT US", "WORKING AT CUL", "COVID-19 RESOURCES", and "CUL COMMUNICATES".

<https://blogs.cornell.edu/culstaff/>

Libraries & Departments



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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 bar 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. On the left, there is an 'ABOUT US' section with a list of links: Inside the Library (with sub-links: Vision and Mission, Strategic Plan, Central Departments, Public Policies), News, Collections, Visitor Information, Staff, and Partnerships and Initiatives. On the right, there is a 'Central Departments' section with the text: 'These departments provide central support services for Cornell University Library:' followed by a list of services: Administrative Services, Alumni Affairs and Development, Assessment and Communication, Collection Development, CUL Information Technology, Digital Scholarship & Preservation Services, Library Technical Services, 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 provides helpful resource for our employees, including 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 "Library Human Resources". The page is displayed in a dark blue theme. The top navigation bar includes "Confluence", "Dashboard", "Spaces", "People", "Create", and a search bar. The left sidebar shows a "CUL Human Resources" space with a "Pages" section containing a "PAGE TREE" with items like "Who We Are", "Employment Opportunities for Students", "Student Employment", "Working in the Library", "Academic HR", "Learning Opportunities", "Supervisor Resources", "Employee Recognition", "Diversity Initiatives", and "Forms". The main content area has a "Dashboard" header with "Edit", "Save for later", "Watching", and "Share" options. The text on the page states: "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." It also mentions that Cornell students hired for the Library or Press should email LibHR@cornell.edu. A photo of a Cornell University building is on the right. At the bottom, there is a logo for the ACRL Diversity Alliance 2021 and text stating that Cornell University Library is a proud member of the ACRL Diversity Alliance, committed to increasing the hiring pipeline of qualified and talented individuals from underrepresented racial and ethnic groups.

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

Whom to Contact in HR...



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You are encouraged to contact anyone in the [Library Human Resources Office](#) if you have questions or concerns. Each of us will be happy to speak with you, but the following list identifies staff based on their areas of primary support:

Craig Wiggers, Director for Library Finance & Administration and Acting HR Director,
cww67@cornell.edu, 607-254-5714

Oversees all HR functions for the Library and the Cornell Press.

Bonnie Bailey, HR Generalist, bab3@cornell.edu, 607-255-7021

Academic HR support (all departments). Non-academic and student employment HR support for all Public Services departments. Support includes recruitment, payroll and Workday time tracking, leaves, and job changes. Additional support provided for CU-Learn & other learning opportunities/training, employee recognition, employee relations, exit interviews, position reviews, and general Workday support.

José Delgado, HR Associate, jad25@cornell.edu, 607-255-5485

Student employment and non-academic HR support for Library Administrative Operations, Asia Collections, Assessment and Communications, CU Press, CUL-IT, DSPS, Law, LTS, RMC, and Scholarly Resources. Support includes leave administration, recruitment, learning opportunities/training, employee recognition, payroll, and Workday time tracking support, as well as general Workday support.

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

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 Library employees. Library HR will automatically subscribe new employees. All members may post business-related messages.

Review the [Best Practices](#) guidelines for using CU-LIB.

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

CUL-Student-Supervisor-L was created for Library 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 Library 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 communicating in the Library, visit:

<https://blogs.cornell.edu/culstaff/cul-communicates/> .

Computing in the Library



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Library 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. The top navigation bar is blue with the Confluence logo, "Dashboard", "Spaces", and a "Create" button. The left sidebar shows a page tree with items like "Web Conference Best Practices", "Web Conferencing Checklist", and "Meeting and Conference Room...". The main content area has a title "CUL-IT Desktop Services Snapshot" and a subtitle "Created by Peter A. Magnus, last modified on Mar 15, 2022". Below the title is a section "Welcome to Desktop Services!" followed by "Who We Are:" and a list of names: Debra Howell, Peter Magnus, Amy Blumenthal, Andy Goldman, Laura Heisey, Paul Owens, Joe Richardson, and Sean Taylor. At the bottom, there is a section "Contacting Desktop Services -" with two bullet points: "CUL-IT Desktop Services Support Portal - <https://tdx.cornell.edu>" and "Email - cul-desktops@cornell.edu".

Submit a ticket to Library Desktop Services at <https://tdx.cornell.edu/TDClient/71/Portal/Home/> or by calling 607-255-8530.

<https://tdx.cornell.edu/TDClient/71/Portal/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 employees and managers the ability to recognize a colleague's success or milestone the moment it happens.

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

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



<https://confluence.cornell.edu/display/libhumres/Employee+Recognition>

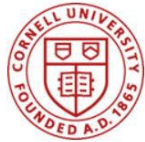
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Office of Human Resources



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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



<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.

❑ [CUL Career Development and Mentoring Committee](#)

❑ [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](#)
- ❑ [Care.com Membership](#)
- ❑ [Faculty and Staff Assistance Program](#)
- ❑ [Parenting](#)
- ❑ [SHARE Sexual Harassment & Assault Response and Education](#)
- ❑ [Caring for elders](#)
- ❑ [Domestic Violence Resources](#)
- ❑ [Caring for pets](#)
- ❑ [Identity Resources](#)
- ❑ [Employee Emergency CARE Fund](#)
- ❑ [Transgender Resources](#)
- ❑ [Navigating health challenges](#)

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 large banner image showing people in a recreational setting. 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 features a "Home" button, the title "Cornell Wellness", and a paragraph describing the program's mission: "Proudly serving all staff, faculty, retirees, and their spouses/partners in the areas of fitness, nutrition, and well-being. We provide educational opportunities that empower individuals to make healthy choices for themselves." Below this are three small images: a woman clapping, a man in a pink shirt behind a table of food, and a person on a bicycle on a path. There are two columns of content: "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!" and a "National Run/Walk Day" event.

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

Sustainability at Cornell



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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.



Cornell is a global leader in sustainability and climate change research, teaching and engagement. Our campuses are living

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

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.

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

Contactless payment

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!

[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.

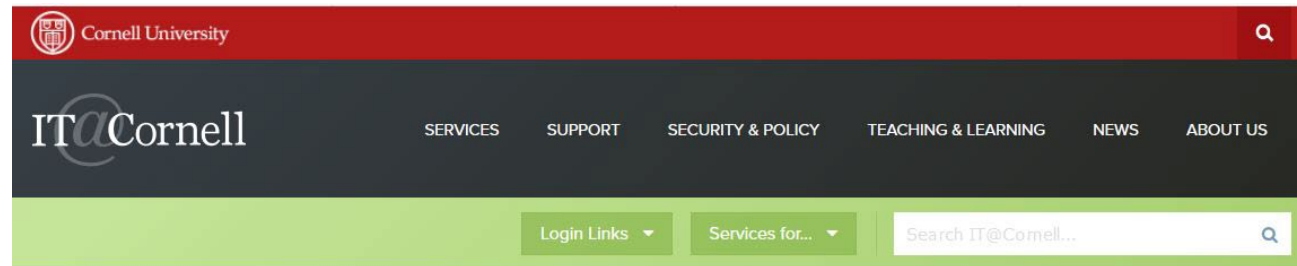
<http://living.cornell.edu/dine/>

Two-Step Login



Cornell University
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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.

Students: Your Cornell NetID password unlocks access to your grades, course history, transcripts, and other sensitive personal information.

GET STARTED WITH TWO-STEP LOGIN

IT @ Cornell



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A screenshot of the IT@Cornell website homepage. The page has a red header with the Cornell University logo and a search icon. Below the header is a navigation menu with links for SERVICES, SUPPORT, SECURITY & POLICY, TEACHING & LEARNING, NEWS, and ABOUT US. The main content area features a large image of students working on laptops, overlaid with a green box containing the text 'How can we help?' and a search bar. Below the search bar is a 'Quick Login' section with links for Outlook on the Web, Cmail (Student Email), Cornell Box, Blackboard, Zoom, and Yammer. At the bottom, there are links for 'Connect at Cornell' and 'IT Service Alerts' with a 'Subscribe' button.

Most Library employees will go to our Library Desktop Services team for support.

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

(IT @ Cornell).

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

Email & Calendar Systems



Cornell University
Library

Cornell
Library staff
use
Office 365
email
and
calendar.

The screenshot shows the IT@Cornell website. At the top is a red header with the Cornell University logo and name. Below that is a dark grey navigation bar with the 'IT@Cornell' logo and links for SERVICES, SUPPORT, SECURITY & POLICY, TEACHING & LEARNING, NEWS, and ABOUT US. A light green bar 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 describing Office 365 as a cloud-based service from Microsoft. A link for 'G Suite for Students' is provided for undergraduates and alumni. A section titled 'Features of Your Office 365 Account' lists three bullet points: mailbox size (50 GB for students, 100 GB for faculty), email software (Outlook or Outlook on the web recommended), and mobile device compatibility (Android, iPhone, Windows Phone). On the right side, there are three blue buttons: 'Choose Your Email/Calendar App', 'Outlook on the Web LOG IN', and 'Adjust Your Calendar's Free/Busy Settings'. Below these is a section for 'Email for Faculty and Staff Articles' with a 'see all >' link. The footer of the page shows 'FYI'.

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 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

- ❑ 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 your contact information up-to-date in both Workday and Who I Am.**

Some changes may not appear immediately. 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 December 31st 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 be 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 be 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 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](#).

** 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>

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 policies are listed here:

- [Policies & Procedures for Librarians & Archivists](#)
- [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](#)



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 links for Job Opportunities, Benefits & Pay, HR Policies (which is highlighted), Wellbeing & Perks, Develop & Lead, and Our Workplace Culture. Below the navigation bar, the main heading is "Human Resources Policies". The text below the heading reads: "Know your rights and responsibilities in the Cornell workplace." Below this text, 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 search bar. The background of the page features a photograph of a man and a woman sitting at a desk, looking at a computer screen.

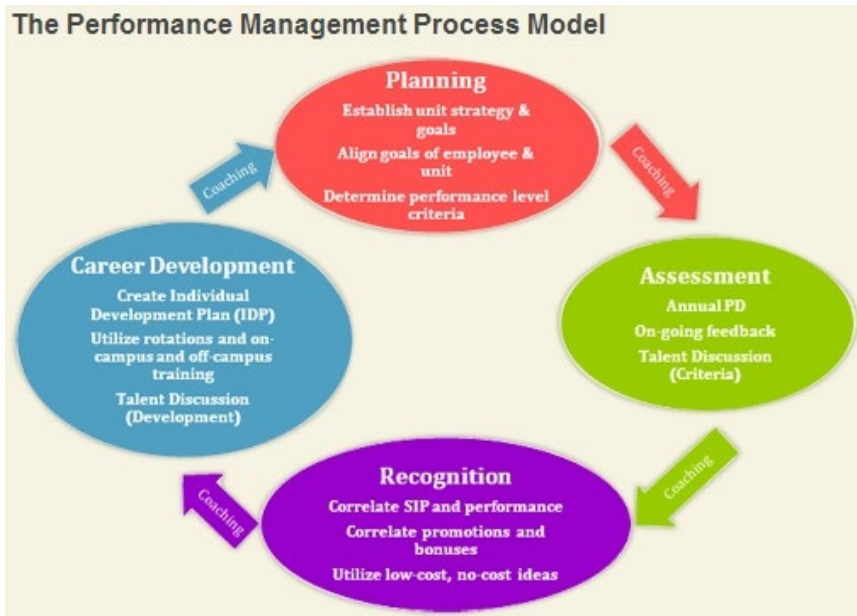
<https://hr.cornell.edu/hr-policies>

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).

Cornell Skills for 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>

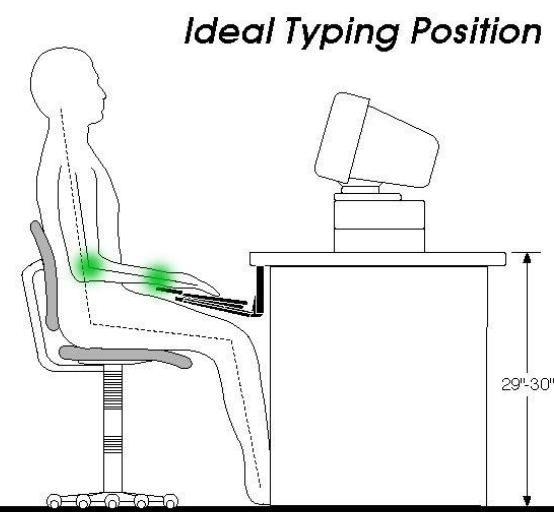
Staying Healthy at Work



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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 Incident Report](#). Please include [Lyndsi Prignon's email](#) in the 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.



<https://hr.cornell.edu/benefits-pay/leaves-disability/musculoskeletal-injury-prevention-program-mipp>

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

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Cornell University

Ithaca, NY 14853

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