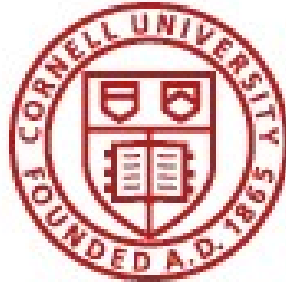


# Welcome to Cornell University Library



Cornell University  
Library



# Cornell University Library

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Please notice that many of the headings are hyperlinks to the actual Web pages or further information. We hope this presentation is useful as you begin your journey with Cornell University Library.

# Anne R. Kenney



Cornell University  
Library

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## University Librarian

Welcome to Cornell University Library! 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 packet 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. The 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 here.



Best wishes,

A handwritten signature in cursive script that reads "Anne".

Anne R. Kenney  
Carl A. Kroch University Librarian

# Staff Web



Cornell University  
Library

At the *Cornell University Library Staff Web Site*, employees can learn about the hot topics and priorities of the Library, find out about committees, and link to the staff directory, newsletters, and annual reports.

A screenshot of the Cornell University Library Staff Web site. The page has a red header with the Cornell University Library logo and name on the left, and search boxes on the right. Below the header is a navigation bar with links: Home, Departments, Committees, Policies, Reports and Documents, Forms, Statistics, Directory, and Contact. The main content area is divided into three columns. The left column is titled "Library news" and contains three news items with dates and titles. The middle column is titled "CUL People and Resources" and lists various resources like Annual Reports, Committees and Policy Groups, CU Library on Facebook, CUL Labs Website, Divisions, Departments, and Services, Fact Sheet, Fundraising Priorities, LibeCast, Library BitBox, Library Emergency Planning, Library Guide, Organizational Chart, Policies, Procedures, and Guidelines, Staff Shared Bike Program, and Statistics. The right column is titled "From the University Librarian" and lists items like All Staff Meetings, Library Salons, Presentations, and Take One. Below this is a "Reports and Documents" section with links to Archive, CUL Budget Planning Information Site, Inclusiveness Task Force Report (2/09), Inclusiveness Task Force Report Message Board, Ivy Plus Library Benchmarks (4/09), and Strategic Planning Task Force Charge (4/09). At the bottom right is a "Library Newsletters and Blogs" section with a link to Ask a Librarian Blog.

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

# About Us



Cornell University  
Library

*About Us* provides information about the Library's administration and *organization*. Included are links about our history and purpose, goals and objectives, annual statistics, and more.

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 on the left, and a search bar on the right. Below the header is a navigation menu with links for Home, About Us, Hours and Maps, Help, My Account, and Ask a Librarian. The main content area features a large image of a microscopic view of cells with the text 'About Us' overlaid. To the right of this image is a search box with a 'go' button and a list of search options: Search, Course Help, Research Help, Library Services, and Requests. Below the main image is a 'Home' link and a photo of a woman with the text: 'Welcome! As one of the 10 largest academic research libraries in the United States, Cornell University Library is a highly valued partner in study, teaching and research at the university. Many library resources, from rare books and manuscripts to a rapidly expanding network of digital resources, are here at your service and for your enjoyment. more...'. At the bottom, there are two columns of links. The left column is titled 'Inside the Library' and includes links for Unit Libraries, Central Departments, History and Purpose, Goals and Objectives, Annual Report, and Disability Services. The right column is titled 'Staff' and includes links for University Librarian, Library Executive Group, Employment, Staff Directory, Organizational Chart (PDF), and Staff Web.

<http://campusgw.library.cornell.edu/aboutus>

# Library Hours and Maps



Cornell University  
Library

The *Library Hours and Maps* page provides an interactive map for each unit library on the Ithaca campus as well as hours of operation and contact information for every Cornell Library.

Libraries on the Ithaca Campus



<http://campusgw.library.cornell.edu/hours>

# Library Gateway



Cornell University  
Library

The *Library Gateway* is a starting place for information about the Library, as well as access to its outstanding resources. Patrons can find resources in the on-line catalog, chat with a librarian, renew books, and much more.

A screenshot of the Cornell University Library Gateway website. The page has a red header with the Cornell University Library logo and name. Below the header is a navigation menu with links for Home, About Us, Hours and Maps, Help, My Account, and Ask a Librarian. The main content area features a search bar with a dropdown menu for search types (Catalog, Articles, Database Names, E-journal Titles, Images, Experts) and a search input field. There are also links for Advanced Search, Search Tips, and Classic Catalog. At the bottom, there is a section for Course Help with a search box and a News and Events section with a link to "Charles Darwin: After the Origin".

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

# Libraries & Departments



Cornell University  
Library

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

Home > About Us > Inside the Library

		Circulation Desk Phone	Reference Desk Phone
Africana Library (John Henrik Clarke Africana Library) <a href="http://www.library.cornell.edu/africana">http://www.library.cornell.edu/africana</a>	<a href="#">Profile</a>	(607) 255-3822	(607) 255-3822
Division of Rare & Manuscript Collections (Carl A. Kroch Library) <a href="http://rnc.library.cornell.edu/">http://rnc.library.cornell.edu/</a>	<a href="#">Profile</a>		(607) 255-3530
Engineering Library <a href="http://astech.library.cornell.edu/ast/engr">http://astech.library.cornell.edu/ast/engr</a>	<a href="#">Profile</a>	(607) 255-4318	(607) 255-5933
Entomology Library (Comstock Memorial Library of Entomology) <a href="http://entomology.library.cornell.edu/">http://entomology.library.cornell.edu/</a>	<a href="#">Profile</a>	(607) 255-3265	(607) 255-3265

Home > About Us > Inside the Library

## Central Departments

These departments provide central support services for Cornell University Library:

- **Division of Library Information Technologies:** Digital Library and Discovery Services, and Scholarly Communications Technologies
- **Interlibrary Services**
- **Library Administrative Operations:** Accounting, Facilities and Business Operations, and Human Resources
- **Alumni Affairs and Development**
- **Communications**
- **Library Technical Services:** Acquisitions and Cataloging, Database Management Services, E-Resources and Serials Management, and Metadata Services
- **Preservation and Collection Maintenance**



# Library Human Resources



Cornell University  
Library

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

The screenshot shows the Cornell University Library Human Resources page. The header includes the Cornell University Library logo and the text "Cornell University Library Human Resources". Below the header is a navigation menu with links: "Who We Are", "Employment", "Learning Opportunities", "Diversity", "Working in the Library", "Supervisors", "Student Employment", "Academic HR", "Recognition", and "Forms". The main content area features a photograph of a Cornell University building with a prominent clock tower. To the right of the photo is the heading "Library Human Resources" followed by a paragraph: "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." At the bottom of the page, there is contact information: "Library Human Resources, 235 Olin Library (607) 255-7071 LibHR@cornell.edu" and a footer with links: "Accounting Services | Human Resources | Facilities and Business Operations | Administrative Operations Home Page".

# Whom to Contact in HR....



Cornell University  
Library

- 
- 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 the specialist in each area:

<b>Lyndsi Prignon</b>	5-9560	Employee relations, position postings and appointments, employee Policies and Benefits, disability, worker's comp and benefits
<b>Bonnie Bailey</b>	5-7021	Kronos, exempt leave reporting, academic and non-academic search support, payroll, student employment
<b>Kristie Devine</b>	5-8587	Kronos, payroll, student employment

[www.library.cornell.edu/Adminops/libhumres/whoweare.html](http://www.library.cornell.edu/Adminops/libhumres/whoweare.html)

# Library Learning Opportunities

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Cornell University  
Library

Library Learning Opportunities connects staff with courses and workshops for both job-related skills training and professional development. Throughout the year, Library Human Resources offers and sponsors many courses and workshops designed specifically for library employees.

An up-to-date listing of current offerings can be found at:

[www.library.cornell.edu/Adminops/libhumres/llo/learning.html](http://www.library.cornell.edu/Adminops/libhumres/llo/learning.html)

If you have any questions or suggestions,  
please visit the website or contact Library Human Resources  
at [libhr@cornell.edu](mailto:libhr@cornell.edu)



# Learning Opportunities Related Links

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Cornell University  
Library

## Learning and Career Development

[http://www.hr.cornell.edu/life/career/professional\\_development.html](http://www.hr.cornell.edu/life/career/professional_development.html)

## Educational Benefits

<http://www.hr.cornell.edu/benefits/education/>

## Extramural Program

<http://hr.cornell.edu/benefits/education/extramural.html>

## Tuition Aid

[http://hr.cornell.edu/benefits/education/tuition\\_aid.html](http://hr.cornell.edu/benefits/education/tuition_aid.html)

# Electronic Communities



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**CU-Lib** is an electronic mailing list that has been established to facilitate the communication of information among library staff. Its operation is similar to a non-moderated list server. Membership is open to everyone in the Cornell Library Community. As a new employee, you will be subscribed to the list. Any member of the list will be able to send mail and it will be received by everyone on the list. Although discussion is encouraged from all departments, it must focus on library-related business and issues. Subscribers are asked to use the subject line to describe their message as clearly as possible. Examples of items to be sent include meeting announcements, workshop announcements, posting of agendas and minutes, cancellation notifications, and discussion on library-related issues.

## **CUL Community**

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

To subscribe: Send an email to [lyris@cornell.edu](mailto:lyris@cornell.edu)

Leave the subject blank and in the first line of the text write:

Join CUL-Community-L *your full name*

# Cornell University Office of Human Resources



Cornell University  
Library

The University Office of Human Resources page is another great resource for all staff. There is information about jobs at Cornell, benefits, career development, compensation, and work and personal life.

The screenshot shows the Cornell University Office of Human Resources website. At the top, there is a red navigation bar with the Cornell University logo and name, a search bar, and a dropdown menu with "Human Resources" and "Cornell" options. Below the navigation bar, there are several menu items: "Home", "Jobs at Cornell", "Benefits", "Policies", "Your Life at Cornell", and "Diversity & Inclusion". The main content area features a large image of a diverse group of people standing together. Below this image, there is a "Spotlight" section with a red arrow icon pointing to a "New Notice on Retirement Plan Fees" section. The notice text states: "A special notice will be sent in August to all Cornell faculty and staff eligible for the Cornell University Retirement Plan and/or the Cornell University Tax Deferred Annuity Plan with information on the retirement plans' investment options and associated fees. [More information.](#)" To the right of the spotlight, there is a "How can we help you?" section with a text block: "Cornell is a great place to teach, conduct research and work because its people are talented, engaged, innovative and caring. Because you value excellence, Cornell excels. We offer a rich array of services, programs and benefits to help you advance in your career and enhance the quality of your personal life." Below this text are three columns of links: "ABOUT US" (Learn about our departments and services and our HR philosophy), "EMPLOYEE ESSENTIALS" (Manage your contact information, other personal data and benefits), and "ORIENTATION" (Welcome to Cornell! Get a jumpstart on your job and learn about Cornell as a workplace). At the bottom of the page, there is a "WorkLife Digest" section with a piggy bank icon on a stack of books, dated "August 6, 2012". The text below the icon reads: "The [WorkLife Digest](#) is your weekly source for what's going on around campus, from [Chronicle Online](#) and [Pawprint](#) articles of interest to staff and faculty, or upcoming professional development opportunities to events and work/life courses." On the right side of the bottom section, there are two award logos: "100 BEST ADDICTION-FRIENDLY WORKPLACES" and "2009 BEST EMPLOYERS FOR WORKERS OVER 50". Below these logos is a link: "More awards >". At the very bottom right, there is a link: "Cornell Careers" with a Facebook icon.

<https://www.hr.cornell.edu/index.cfm>

# University Onboarding Center



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Library

New employees will be prompted to schedule an appointment with the *University Onboarding Center* after the university netid has been activated. This appointment may occur before or on the first day of employment. Plan to complete necessary paperwork, have your photo ID taken, discuss transportation options, and discuss benefits.

A screenshot of the Cornell University website's 'Your Life at Cornell' section. The page has a red header with the Cornell University logo and name. Below the header is a navigation bar with links: Home, Jobs at Cornell, Benefits, Policies, Your Life at Cornell (highlighted), and Diversity &amp; Inclusion. The main content area features a photo of two men and the heading 'Your Life at Cornell'. A sidebar on the left contains links: Overview, Activate E-mail Account, Employee Essentials, Cornell Resources, Cornell's Commitment to Diversity, and Cornell Leadership. The main content area has a breadcrumb trail: Home &gt; Welcome to Cornell &gt; Getting Started for New Hires. The main heading is 'Getting Started for New Hires'. The text explains the goal of the Cornell Onboarding Center and provides contact information for the center, including address, phone numbers, and email. It also lists office and appointment hours. A section titled 'Onboarding Appointment Information' explains how to schedule an appointment. A footer note states: '\* Please note the onboarding appointment can be scheduled prior to your first'.

[https://www.hr.cornell.edu/orientation/getting\\_started.html](https://www.hr.cornell.edu/orientation/getting_started.html)

# Commuter and Parking Services



Cornell University  
Library

*Commuter and Parking Services* provides sustainable transportation options for helping you get to work. Choices include purchasing a parking permit, bus services, vanpool, and more.

A screenshot of the Cornell University Commuter and Parking Services website. The page has a red header with the Cornell University logo and navigation links. The main content area features a large image of a silver car parked in front of a 'WELCOME Visitor & Parking Information' sign. Below the image is a sidebar with a list of links and a main content area with text and announcements.

Cornell University  
Facilities Services  
Transportation and Mail Services

SEARCH CORNELL:  go

Pages People more options

TMS Home Commuter & Parking Fleet Campus to Campus Mail Services Red Runner

## Commuter and Parking Services

**Commuter and Parking Services**

**About C&PS**

**Brochures**

**Online Forms**

**Parking on Campus**

**Commuting Alternatives**

**Bus Services**

**Campus Maps**

**Contact Us**

**See Also:**

### Welcome to Commuter & Parking Services

Commuter and Parking Services (C&PS)

C&PS provides sustainable transportation services to faculty, staff, students, and visitors; oversees enforcement of parking regulations and traffic control; and manages visitor information and parking booths. [More...](#)

**Announcements:**

**TCAT Route 82 Schedule Change effective 8/12/12...**  
TCAT route 82 will leave East Hill Plaza 5 minutes later.

**2012 Fall Opening Move In Day Maps...**  
Do not rely on your GPS once you arrive to Ithaca! Follow the recommended approaches to Cornell University on Friday, August 17.

**Featured Projects:**

[See all projects](#)



# Cornell Dining



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Library

*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 \$6 All-You-Care-to-Eat lunches.

A screenshot of the Cornell University Campus Life website. The page is titled 'MealChoice' and is part of the 'Dining' section. The header includes the Cornell University logo, the text 'Cornell University Campus Life', and a search bar. Below the header is a navigation menu with options like 'HOUSING', 'RESIDENTIAL PROGRAMS', 'DINING', 'CONFERENCE SERVICES', and 'COMMUNITY CENTERS'. The main content area features a large heading 'MealChoice' and a sub-heading 'The meal plan designed exclusively for Cornell faculty and staff.' Below this, there is a paragraph describing the MealChoice program, including details about its exclusivity for faculty and staff, and its features like cash-free access to dining locations and participating restaurants. A sidebar on the left contains a list of links such as 'Apply for a Meal Plan', 'Meal Plan Info', and 'Housing &amp; Dining Map'. A sidebar on the right lists 'MEAL PLANS' including 'Traditional Meal Plans', 'House Meal Plans', 'Debit Meal Plans', 'ExecutiveChoice', 'Summer Dining Options', 'MealChoice', 'MealChoice Encore', and 'City Bucks'. At the bottom, there is a line item: '\$6.00 Lunch - You pay only \$6.00 for Lunch (Monday-Friday)'.

<http://www.campuslife.cornell.edu/campuslife/dining/mealchoice.cfm>

<http://www.campuslife.cornell.edu/campuslife/dining/>

# Cornell Wellness Program



Cornell University  
Library

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

Fitness Centers   Intramurals   Outdoor Education   PE   Wellness   Athletics   Bowling

**Cornell University Wellness Program**

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

Healthy Opportunities for Everyone at Cornell

Wellness Offerings	Wellness Offerings	Wellness Offerings
<ul style="list-style-type: none"> <li>Blood Pressure Screenings</li> <li>Tobacco Cessation Programming</li> <li>Massage Therapy</li> <li>Meditation/Relaxation Courses For Your Department</li> <li>Meditation Circle for Women</li> <li>Humor Program</li> <li>Keep It Simple</li> </ul>	<ul style="list-style-type: none"> <li>Eat To Lose Weight! Class</li> <li>Cooking Demo Class</li> <li>CPR/AED Training Classes</li> <li>Walk to Run Class</li> <li>On-Line registration for classes</li> <li>Walking Map</li> </ul>	<ul style="list-style-type: none"> <li>Spring Lectures (live)</li> <li>Lectures available on-line</li> <li>Diabetes Support Group</li> <li>Cancer Support Group</li> <li>Weight Loss Surgery Support Group</li> </ul>

**Wellness Membership**

How do I Become a Wellness Member?

Member Privileges

Fitness Center Hours

Group Exercise

**Monthly Highlight**

**Ask A Wellness Expert**  
Q: I'm pretty good about staying active and watching what I eat, but have several family members who are couch-potatoes (or desk potatoes) and I worry about them. Some already have health problems that are probably at least exacerbated by inactivity and junk food. I've tried

*“As Cornell's president, I value a healthy work-life balance and encourage all members of the campus community to engage in activities that promote good mental and physical health.”*

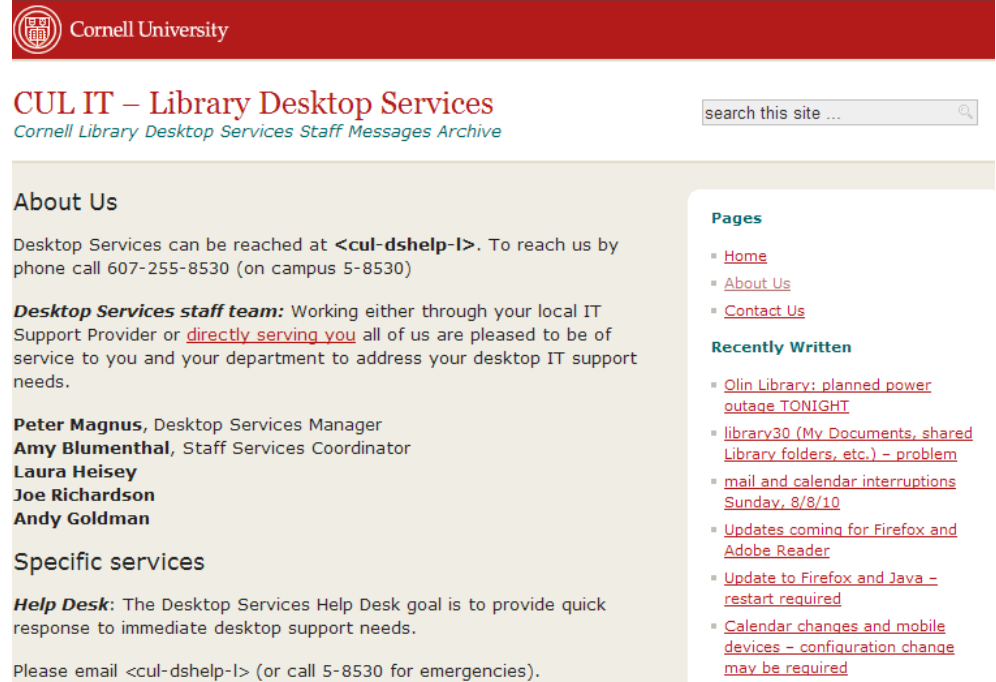
Statement issued by Cornell President,  
David J. Skorton, 12/12/2006

# Computing in the Library



Cornell University  
Library

CUL Desktop Services provides IT support to staff in most of the endowed libraries. Desktop Services can be reached at [cul-dshelp-1@cornell.edu](mailto:cul-dshelp-1@cornell.edu) or by calling 607-255-8530.

A screenshot of the Cornell University Library Desktop Services website. The page has a red header with the Cornell University logo and name. Below the header, the main content area is white with a red border. The title is 'CUL IT – Library Desktop Services' with a subtitle 'Cornell Library Desktop Services Staff Messages Archive'. There is a search bar on the right. The main content includes an 'About Us' section with contact information for Peter Magnus, Amy Blumenthal, Laura Heisey, Joe Richardson, and Andy Goldman. It also lists 'Specific services' and a 'Help Desk' section. On the right side, there are two sidebar sections: 'Pages' with links to Home, About Us, and Contact Us; and 'Recently Written' with several links to recent blog posts or announcements, such as 'Olin Library: planned power outage TONIGHT' and 'mail and calendar interruptions Sunday, 8/8/10'.

Library employees from Hotel, ILR, Law, Mann, and Vet receive IT support through their college IT department.

<http://blogs.cornell.edu/culdshelp/about-2/>

# Computing at Cornell



Cornell University  
Library



Cornell University  
Information Technologies

SEARCH:  go

[This Site](#) [Cornell](#) [more options](#)

HOME SERVICES SECURITY POLICY & LAW TEACHING & RESEARCH TRAINING GET SUPPORT

FOR STAFF

Pages For:

- [IT Professionals](#)
- [Faculty](#)
- [Staff](#)
- [Students](#)
- [Alumni](#)
- [Guests](#)

## NEWS

IT@Cornell

**Planning Our Future,  
Together**

*Sign up now!*

- [Register now for IT@Cornell: Planning Our Future, Together](#)
- [4 professors discuss teaching free online courses for thousands of students](#)
- [Computer Scientist Leaves UCLA for the fledgling Cornell NYC Tech](#)

[See all news for staff](#) >

## EVENTS

**IT@Cornell: Planning Our Future,  
Together**

The planning event is part of a half-year IT strategic planning effort sponsored by Ted Dodds, CIO and Vice President. Morning keynote addresses from higher education IT leaders will be followed by facilitated discussions to generate input for the IT strategic plan.

[Home](#) >

## Staff

**Have an opinion about IT@Cornell?**  
Comment on Cornell's computer and technology direction by answering the [IT Question of the Week](#).

*This week's question:*

Some IT services are offered on a cost-recovery basis while others are not. What general principles should apply in determining the most appropriate way of covering IT service costs?

## SERVICES

- [Email and Calendar](#) - getting set up to communicate and schedule
- [Employee Essentials](#) - reviewing and enrolling in employee benefits
- [Directory updates](#) - making changes to your directory listing

## SUPPORT

- Your department or college's IT support staff are the people to ask first whenever you have questions about computers, telephones, or online services.
- See our [Get Support](#) page for additional sources of help.

[See all support areas](#) >

## NEW STAFF MEMBER?

- [Activate your NetID](#)
- [Activate your Cornell email](#) with "Who I Am"

Technological support is also provided by Cornell Information Technologies.

<http://www.it.cornell.edu/for/staff.cfm>

# Email & Calendar Systems



Cornell University  
Library

Cornell Library staff currently use Microsoft Exchange-based email and calendaring. We will be moving to Office 365 in the fall of 2012.

The screenshot shows the Cornell University Information Technologies website. The header includes the Cornell University logo, the text 'Cornell University Information Technologies', a search bar, and navigation links for 'This Site', 'Cornell', and 'more options'. A red navigation bar contains links for HOME, SERVICES, SECURITY, POLICY & LAW, TEACHING & RESEARCH, TRAINING, and GET SUPPORT. The main content area is titled 'SERVICES' and features a large image of hands typing on a keyboard. A sidebar on the right is titled 'Pages For:' and lists links for IT Professionals, Faculty, Staff, Students, Alumni, and Guests. The main content area is titled 'Faculty / Staff Email and Calendar' and includes a breadcrumb trail: Home > Services > Guides > Faculty/Staff Email >. Below the breadcrumb is the heading 'Choose Which Email and Calendar Application to Use'. The text explains that faculty and staff can access their Cornell email and calendar in many ways, and provides a list of links for 'on the web', 'with Outlook, Entourage, or Apple Mail', 'with Thunderbird', 'on your mobile phone', and 'in other ways'. A note mentions that college, unit, or department requirements may vary, and IT or computer support staff can provide advice. A link is provided for a 'comparison of the differences in functions' available with Outlook, Entourage, Mail / iCal, Outlook Web App, and Thunderbird.

[http://www.it.cornell.edu/services/guides/facstaff\\_email/](http://www.it.cornell.edu/services/guides/facstaff_email/)

# Updating Your Information

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Cornell University  
Library

Cornell maintains directories of telephone numbers, e-mail addresses, and other contact information for students, faculty, staff, and affiliates.

Some information about you is automatically entered in these directories so that people can contact you. It is your responsibility to:

- ❑ Update this information
- ❑ Add optional information
- ❑ Indicate if you want some information to remain unpublished

# Updating Your Campus Contact Information



Cornell University  
Library

## UPDATE YOUR CAMPUS MAILING ADDRESS

- ❑ sign into Employee Essentials at <https://ee.ohr.cornell.edu/>
- ❑ click "Work" to edit your campus mailing address.
- ❑ Click "update"



## UPDATE YOUR CAMPUS TELEPHONE NUMBER AND/OR FAX NUMBER

- ❑ sign into employee essentials at <https://ee.ohr.cornell.edu/>
- ❑ click " Personal "
- ❑ click " Phone Numbers" to edit and add your primary work telephone number in the correct field. You may also input other contact numbers if you wish.
- ❑ Click " save "

Some changes will not appear immediately, so check the main on-line directory the next day to verify your updates. Please also notify Library of any changes to your contact information.

<https://ee.ohr.cornell.edu/>

# Changing Your Home Address with Library Human Resources



Cornell University  
Library

The Library HR personnel database is not yet directly linked with the Office of Human Resources system. Please notify Library Human Resources if your home address changes. We need to manually update our database with your new address.



<http://www.library.cornell.edu/Adminops/libhumres/documents/name%20change.doc>



# Direct Deposit



Cornell University  
Library

- ❑ Cornell employees may sign-up to have their paychecks automatically deposited into their bank accounts. Receiving payroll direct deposit has several advantages over handling paper checks, including not having to worry about:
  - ❑ Picking up paychecks
  - ❑ Losing or misplacing paychecks
  - ❑ Receiving pay while on vacation, sick, or out of town

**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.

- ❑ An employee wishing to enroll in direct deposit must complete a *Payroll Direct Deposit Form*

# View Your Paycheck Online



Cornell University  
Library

- 
- ❑ As an active university employee, you can see any of your paychecks electronically, at any time. You will see the most current paycheck first.
  - ❑ You can view prior paychecks by clicking on the link "View a Different Paycheck," located on the top, right-hand side of the paycheck, directly under "Check Date."

<http://www.dfa.cornell.edu/dfa/payrollservices/services/epay/index.cfm>

# Tax Information



Cornell University  
Library

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All eligible employees are required to use the *W-4 self-service application* to submit tax withholding changes and updates.

This application was developed as part of the university's commitment to personal security and sustainability.

<http://www.dfa.cornell.edu/dfa/payrollservices/services/w-4-self-service.cfm>

# University Policies and Contracts:

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Cornell University  
Library

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.

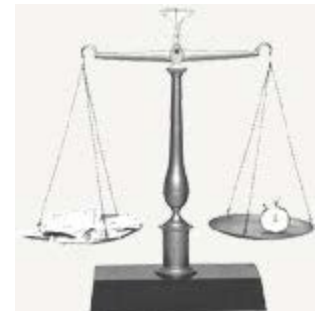
<http://www.hr.cornell.edu/policies/>

# General Policies to be Familiar With:



Cornell University  
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- Standard Work Week and Pay Periods (also outlines meal breaks and rest periods)
- Flexibility in the Workplace
- Disability Accommodation
- Prohibited Discrimination, Protected Status Harassment, and Bias Activity
- Time Away from Work
- Religious Accommodation
- Employee Discipline
- Staff Complaint and Grievance



# Additional Information:



Cornell University  
Library

- [CUL Staff Policies](#)
- [Inclement Weather Procedure](#)
- [Cornell University Holidays](#)
- [Payroll Representatives](#)



# Recording Time Away from Work

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Vacation and sick leave may not be taken before it is accrued. Vacation time can be taken after six months of continuous service with supervisory approval. If termination of employment occurs prior to one year of continuous service, the amount of vacation time used will be deducted from the final paycheck.

**Non-Exempt (Hourly) Employees** will record their time in a web-based system called [Kronos](#). It is recommended that staff record time worked on a daily basis. All time entered will reviewed and approved by both a supervisor and pay rep. See <http://www.dfa.cornell.edu/payrollservices/services/kronos/index.cfm>

**Academic and Exempt Employees** are required to enter their leave time in the [Exempt Leave Accrual System](#). It is important to regularly record time taken throughout the year as well as to monitor balances.

# Performance Reviews



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**Purpose:** 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.



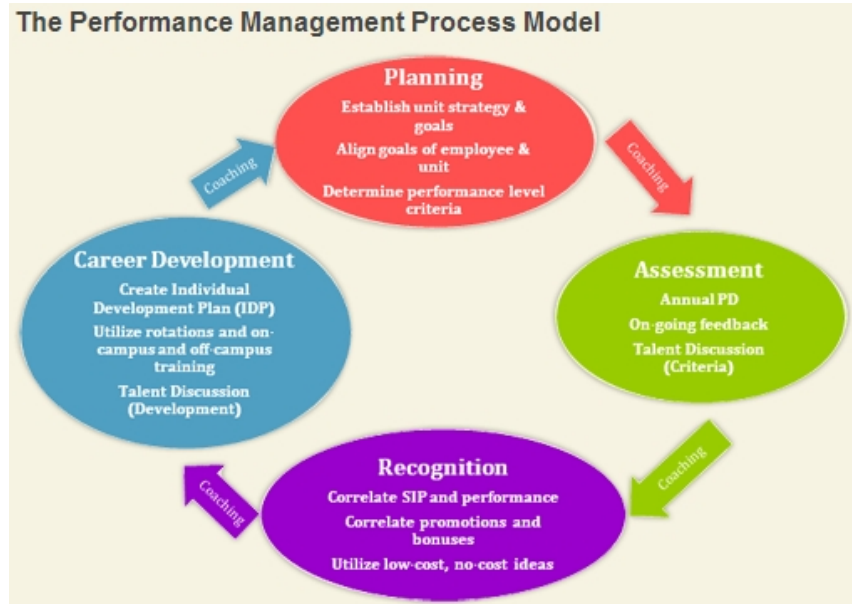


# Performance Management



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- ❑ Non-exempt employees will receive a 90 Day Evaluation.
- ❑ The performance management process is used to provide future feedback.

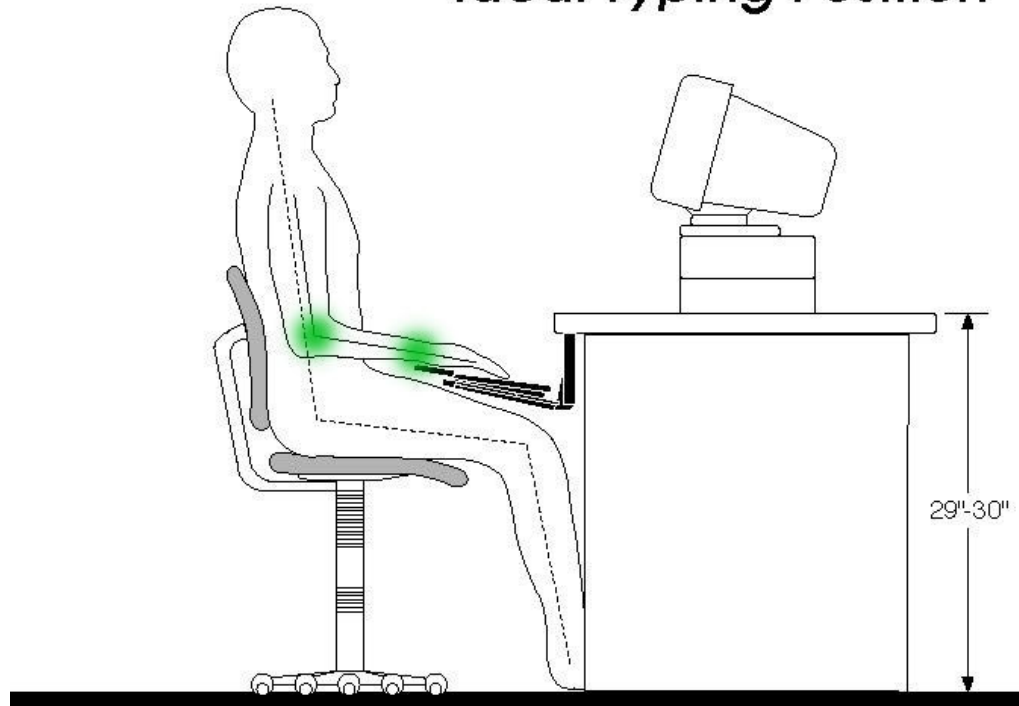


# Staying Healthy at Work



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## *Ideal Typing Position*



[http://hr.cornell.edu/benefits/medical\\_leaves/mipp.html](http://hr.cornell.edu/benefits/medical_leaves/mipp.html)

# Staying Healthy at Work



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## Cornell University Accident Report

- ❑ 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.
- ❑ 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 the injury is first reported.

[http://www.risk.cornell.edu/accident\\_reporting.cfm](http://www.risk.cornell.edu/accident_reporting.cfm)

# 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