New Employee Frequently Asked Questions

Welcome to the Cornell University Library
[Information for non-student employees]

As a new employee, you probably have many questions ranging from parking to health care. If you have additional questions after reading this document and the "Summary of Benefits and Privileges" brochure, we will be happy to assist you in Library Human Resources.

Regular employees (not temporary) will need to schedule an appointment with the University Onboarding Center before or on the first day of employment. This meeting is conducted by representatives from the Office of Human Resources and is held at East Hill Plaza. You will be given the opportunity to obtain your university photo ID as well as sign up for many of your benefits, including health insurance and transportation options. You will also receive a broad overview of the other services, benefits, and perks the University offers to its employees.

Frequently Asked Questions

**What is the Cornell workweek and when will I be paid?**
The standard workweek begins Thursday at midnight and ends the following Wednesday at 11:59 PM. Non-exempt (hourly) staff are paid bi-weekly on Thursdays one week after the end of the pay period. Exempt (salaried) and academic staff are paid semi-monthly on the 15th and the last day of every month. The date you receive your first check depends on your start date and when your appointment is processed. Most new employees will receive their first check within three weeks of employment.

**When will I receive my Staff ID Card?**
Employees with regular appointments will receive their photo ID at the onboarding appointment. Temporary employees may go to the Office of the University Registrar in B07 Day Hall to receive their photo ID. ID cards processed by the University Registrar cannot be issued until the temporary appointment is active in the Human Resources system.

**What about parking/transportation?**
Cornell provides many transportation options. Employees with regular appointments may select their transportation option at their onboarding appointment. Temporary employees are eligible for limited bus privileges or may choose to purchase a parking permit at the Transportation Office, 116 Maple Ave. Please contact the Transportation Office directly at (607) 255-4600 if you have questions or would like additional details.

**When can I take vacation time?**
Vacation begins accruing on your first day of work, but it may not be used until it has accrued and is available in Workday. Accrued vacation time may be used with your supervisor’s approval.

**How do I accrue health and personal leave?**
Health and personal leave (HAP) begins accruing on the first day of employment. For nonexempt staff, health and personal leave accruals are based upon the total number of hours paid. Exempt full-time staff members accrue 1.0 days of health and personal leave per month. The primary purpose of health and personal leave is to provide paid time off due to a staff member’s own medical needs. For full policy information, see Health and Personal leave.

**Am I paid if I am unable to work because of illness and do not have any sick time accrued?**
Employees may not use more sick leave than has been accumulated. If you are sick and do not have sufficient accrued time to cover the sick leave period, you must take the sick leave time either as leave without pay or as vacation time (as long as you have accrued vacation time). Supervisors must approve vacation time and/or leave without pay.

**Is it true that I can take a Cornell course for free?**
Yes, you are eligible to enroll for 4 credits per semester tuition free in on-campus academic courses. Your supervisor needs to approve your request. Admission to courses depends upon space availability. Courses may be audited or taken for credit. There are additional training opportunities available to you through the Library Learning Opportunities Calendar.

**I am a non-exempt employee; I understand I need to complete a time card. Where do I get one and how do I complete it?**
All time is tracked in Workday, a web-based time tracking system. Library HR and/or your supervisor will show you how to access your timecard and how to record time worked.

Any hours spent on vacation, health and personal leave, or leave with pay should be recorded with the appropriate leave code.

The best practice is to record time on a daily basis. Your time card is a legal document that must accurately report your time worked.

You must submit your timecard and your supervisor must approve it on a weekly basis. Each department has its own deadlines, so be sure to confirm timing with your supervisor.

**Where can I find out additional information on benefits or policies?**
Specialists at the onboarding appointment will be able to provide brief summaries to most questions. All Cornell policies are also on the Office of Human Resources website for review. You are encouraged to check with your supervisor, Library Human Resources, or the Office of Human Resources, whenever you have a question or concern.

While every attempt has been made to ensure the accuracy of the material we have presented, the legal documents, policies, or certificates pertaining to the various benefits prevail in the event of any discrepancy. This paper does not constitute a legal document. The policies summarized here are not conditions of employment and are subject to change. The language is not intended to create a contract between the University and Library employees.