Student Employment - Information for Employers

Recognizing and Responding to Students in Distress - Notice & Respond programming is periodically offered to the CUL community. Other useful information has been compiled by the Office of the Dean of Students and Cornell Health Services.

Cornell University's Office of Student Employment has very useful information. Post a job on their website. Review student wage scales and classifications.

What is Federal Work Study (FWS) and who is eligible to receive it? Learn additional details about undergraduate student wage subsidies (covers more than FWS).

Know Cornell's policies & procedures that student employees are expected to follow, including information about wage expectations, time cards, rest breaks, meal periods and much more.

Training and Orientation - a checklist of helpful tips regarding orientation, support, continual training, and constructive feedback.

Student employees must complete time cards in Workday in order to be paid. View Workday tips for managers and payreps.

All students should be encouraged to sign up for direct deposit. Those who choose to opt-out should understand how the university determines the paycheck mailing address.

Many students have questions regarding taxes and how to complete the W-2 form. Here is some information to help answer those tricky tax questions.

To hire a student, submit the following paperwork to LibHR@cornell.edu or via fax to 254-8879;

1. Student Employment Appointment Form
2. Student Job Application
3. Copy of Student Ad/Job Posting (from University student employment job posting site)

All students are required to complete an I-9 form in Workday to provide proof of employment eligibility. Students may be go to Library Human Resources (213 Olin Library) for processing only after they have hired into Workday.

Library HR will also process your other student-employee transactions.

New York State requires employers to provide annual training to their employees on how to address sexual harassment in the workplace. Cornell's training is available on our internal learning management system, CULearn, and is entitled "Maintaining a Harassment Free Environment." **Student Employees are required to take this training annually.**

Student Employment Forms

- ○ Student Employment Classification Form
  ○ Student Employee Appointment Form
  ○ **REQUIRED-**Student Job Application
  ○ Student Confidentiality Form
  ○ Student Performance Evaluation
  ○ Student Termination Report