

Information for Student Employees

APPLYING FOR A JOB

All students must submit a [student job application](#) in order to apply for a job. Submitting a resume is helpful, but is optional. See <http://studentjobs.seo.cornell.edu/sjp/jobSearch.htm> for the most up-to-date postings.

Cornell University's [Office of Student Employment](#) provides detailed information about employment as a student.

What is [Federal Work Study \(FWS\)](#) and who is eligible to receive it?

AFTER BEING HIRED

All students are required to complete an I-9 form to provide proof of employment eligibility. This is a two-step process that requires physically presenting their documents to HR staff. Students may start working without completing the I-9 form. However, if they have not completed the process within one week of their start date on payroll they will be put on leave and can't continue to work until they complete the process.

Understand [policies & procedures](#) - a thorough description of the procedures that student employees are expected to follow, including information about wage expectations, time cards, rest breaks, meal periods and much more.

Student employees must complete time cards in Workday, <https://hr.cornell.edu/workday> in order to be paid. Read the [Student Workday time entry instructions](#). **Note:** Student time cards will always default to the "Cornell Student" job. It is important that you change this from Cornell Student to the position you are entering the time block for. If you work multiple jobs and need assistance figuring your position when entering time click the *My Multiple Jobs Information* link above the timecard.

A message with instructions will be sent shortly after the appointment is processed. Time worked should be recorded as it is worked. Your timecard is a legal document that must accurately report time worked.

Many students have questions regarding taxes and how to complete the W-4 form. Here is some information to help answer those tricky [Tax questions](#).

Student employees are encouraged to [sign up for direct deposit](#). Understand [where your paycheck will be mailed](#) if you choose to opt out of direct deposit.

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 employees are highly valued by the library for their many contributions to our workforce. Treat this employment opportunity as a chance to learn and grow as a person, as well as building a work resume. Developing good work habits now will be a benefit later on; references are frequently sought by future employers.

Best wishes with your student employment during your Cornell career!