Workday

Workday is a human resource, benefit and payroll application with a modern, intuitive interface that supports employees and managers in a wide variety of ways.

As an employee, you can access this one-stop University HR / Payroll system to view and update an assortment of employee personal information, such as contact information, benefit elections, pay slips, tax information. Exempt staff will access Workday to view and report time off. You can also use Workday to explore career opportunities, as well as exchange feedback and partner with your supervisor to establish performance goals. In addition, a manager can access workforce planning reports, approve time-off, and, view essential organizational and cost center data.

Read about Workday for more details.

Workday time tracking highlights:

- Two-step login is required
- How to enter time worked : guide (PDF) or video tutorial
- How to request time off: guide (PDF) or video tutorial
  - A list of some paid leave scenarios
- How to approve time off (for managers): guide (PDF)
- FAQ's for employees and managers
- Time clocks are not used by library employees
- Library Human Resources staff will serve as Payroll Representatives for the library. Contact LibHR@cornell.edu or call 607-255-7021 with questions pertaining to Workday time tracking.

Exempt and academic employees will follow these instructions for recording time off.