☐ Your Cornell assigned NetID must be active
  - Payroll information, including how to access your timecard, is emailed to your Cornell-assigned NetID email address. Your NetID account must be active before you can log into Kronos. If you forward email, keep those addresses updated and valid. To activate your account go to netid.cornell.edu/NetIDManagement > Activate your NetID

☐ Direct Deposit (DD)
  - Register for Direct Deposit (DD) to guarantee that your pay is available in your bank account on payday – even when you are on semester break or vacation. DD prevents lost, misplaced, and stale-dated checks. It also prevents delivery to the wrong address and postal delays due to inclement weather.
  - Log in to workday.cornell.edu and click on the PAY icon, then click Payment Elections. For instructions, click How do I manage my direct deposit elections?
  - If you do not register for DD, your paychecks are mailed to you, so you need to keep your addresses updated.
    o Checks for student employees are mailed to their Cornell-assigned housing addresses or to their local addresses. If either address is inactive or blank, the check is mailed to the home address by default.
    o Checks for staff members are mailed to their home addresses.

☐ Tax Withholding Forms
  - Your tax withholding forms should be completed before the end of your first pay period. If you do not file a withholding form, the withholding default is single, claiming zero, regardless of your marital status.
    o Non–citizens must complete the Foreign National Questionnaire to determine tax status. Go to www.dfa.cornell.edu/tax/foreignnationals/questionnaire
    o Citizens and permanent residents log into workday.cornell.edu and click on the PAY icon, then click Withholding Elections. For instruction details, click How do I update my withholdings.
    o To receive the W–2 form electronically only (no paper form will be mailed), go to: workday.cornell.edu and click on the PAY icon, then click "How do I opt in for an electronic W–2?". Please note that if you do not choose the electronic form, a paper W–2 is mailed to your home address as listed on file in January, so be sure that your address is updated and valid. (See Address Information below.)

☐ Pay Periods and Pay Dates
  - Hourly employees are paid biweekly if timecards are completed, error free, and approved by both the employee and the supervisor. For pay periods and pay dates, go to dfa.cornell.edu/payroll/about/paycalendars.
  - Confirm timecard approval deadlines with your supervisors.

☐ I–9 Employment Eligibility Verification Form
  - As required by federal law, your I–9 Employment Eligibility Verification Form must be on file within 3 days of starting your job, or you must stop working. For I–9 information and required documentation, contact your supervisor.
  - Student employees should review I–9 requirements at studentemployment.cornell.edu.

☐ Recording Time Worked – Kronos Timecards and Time Clocks
  - As an hourly employee (paid biweekly) you’ll use a web timecard, a time clock, or a timestamp process to record your work shifts and meal breaks.
When assigned a timecard, you’ll be emailed login instructions specific to the job. Instructions are sent to your Cornell NetID email account. If you forward email to an alternate address, please keep it updated and valid.

If you have more than one job each timecard is assigned a unique username and log on specifics will be emailed to you. Timecard instructions are typically emailed on your first day of work or soon after.

If you start working before receiving the timecard information, keep a daily record of your exact start and end times for each work shift and meal break, and then transfer that information to the timecard when it activates.

If you use a time clock to record your work shifts/meal breaks, your department will assign a badge number to you for use on the clock. You will have a unique badge number and username for each job you hold.

Kronos How-To-Guides (basic training info), User Manuals (detailed training), time clock training, technical requirements, and the Frequently Asked Questions are available at dfa.cornell.edu/payroll/kronos.

Review the HR–Payroll Policies at https://www.hr.cornell.edu/policies/ and the Meal Periods and Rest Break policy at at www.hr.cornell.edu/policies/nonacademic/workweek.html. Student employee meal period policies are found at http://studentemployment.cornell.edu/policies.

**Overtime**

You must obtain pre–approval from your supervisor before you work overtime.

Overtime is calculated by the week (Thursday to Wednesday), and is paid on time worked over 40 hours. See Human Resources Policy 6.7.12, Overtime.

If you work multiple jobs with different pay rates, the overtime pay rate is a weighted average based on the total hours and pay rates for all the jobs you worked during the week.

When multiple jobs are involved, your overtime is charged to your job with the lowest position number in Workday.

**Supervisor, Back–Up Supervisor, and Pay Rep**

Be sure you know the name and contact information for both your primary and your secondary supervisors, and for your department Pay Rep. A supervisor’s approval is required on your timecard by the end of each pay period.

**Address Information**

Keep your home, local, and emergency addresses current:

- Student employees update addresses at studentcenter.cornell.edu > Personal Information
- Staff and temporary employees update addresses in workday.cornell.edu > Personal Information

If you did not select the option for an electronic W–2 form, a paper form will be mailed to your home address. To ensure delivery, please confirm that your address is correct by late December.

**Resources**

Direct Deposit Your Pay Check*: https://workday.cornell.edu/

Tax Forms (W-4/W-2)...Update, View, Print: https://workday.cornell.edu/

Foreign National Questionnaire (tax form) https://www.dfa.cornell.edu/tax/foreignnationals/questionnaire

Timecard and Time Clock How-To-Guides: http://www.dfa.cornell.edu/payroll/kronos/kronosclocks

Access to Kronos** Timecards: https://www.kronos.cornell.edu

View Your Job and Pay Info in Workday: http://workday.cornell.edu/

Cornell Policies: https://www.hr.cornell.edu/policies/

Student Employment Job Listings and More: https://www.studentemployment.cornell.edu

Update Student Addresses at Student Center: https://registrar.cornell.edu/classes-enrollment/student-center

Update Staff Addresses in Workday: http://workday.cornell.edu

NetID Activation: https://netid.cornell.edu/NetIDManagement/

Kronos Support: kronos@cornell.edu