Your Cornell assigned NetID must be active
• Payroll information, including how to access your timecard, is emailed to your Cornell assigned NetID. Your NetID account must be active before you can log into Kronos.
• To activate your account go to Manage Your NetID.

Direct Deposit
• Register for Direct Deposit using Cornell’s easy self-service process. Go to https://workday.cornell.edu/ - See Other Announcements
• Direct Deposit guarantees that your pay is available to you on payday, even when you are on semester break or vacation. It prevents lost, misplaced, and stale-dated checks. It also prevents delivery to the wrong address and postal delays due to inclement weather.
• If you do not register for Direct Deposit, your paychecks will be mailed to you. Be sure to keep your addresses valid and up to date.
  o Student employee checks are mailed to their Cornell-assigned housing addresses, or to their local addresses.
  o Staff checks 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 W-4 form, the default withholding status is single, claiming zero, regardless of your marital status.
  o Federal Withholding (W-4) Form is available in Workday under All About Me > Pay > Update Tax Forms
  o State Withholding forms are also available in Workday under All About Me > Pay > Update Tax Forms. You must first complete the Federal Withholding Form before you can access and complete the State withholding form.
  o Non-citizens must complete the Foreign National Questionnaire (FNQ) to evaluate your tax status.
  o To receive your W-2 forms electronically (instead of by US mail) please go to: https://workday.cornell.edu/ – See Other Announcements

Pay Periods and Pay Dates
• As an hourly employee, you are paid biweekly. Refer to the Pay Calendars page for pay period dates, and pay dates.
• Check with your supervisor for the department deadline for approving your timecard and other payroll policies.

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, see the Complete I-9 Form instructions.

Kronos Timecards and Time Clocks
• You’ll use a web-timecard or a time clock to record time worked.
• If assigned a timecard, Kronos Log on Instructions specific to the job, are emailed to your Cornell NetID.
• If you have more than one job, each timecard is assigned a unique username and password.
• Instructions are typically emailed on your first day of work.
- If you start working before receiving your Kronos log on instructions, keep a daily record of your exact start and end times for each work shift, and then transfer that information to the timecard when it activates.
- If you use a time clock to record time worked, your department will assign a badge number to you for use on the clock. You will have a unique badge number for each job you hold.
- Kronos How-To Guides, User Manuals, time clock training, technical requirements, and the Frequently Asked Questions are available on the Kronos pages.

☐ 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. (HR 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 and Back-Up Supervisor
- Be sure you know the name and contact information for both your primary and your secondary supervisors. 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 Student Center > Personal Information
  - Staff and temporary employees update addresses in Workday > All About Me
- If you have not opted to receive electronic forms, your paper W-2 forms will be mailed to your home address. To assure delivery, please confirm that your address is correct by late December.

Resources
- Direct Deposit https://workday.cornell.edu/ - See Other Announcements
- Tax Withholding Info https://workday.cornell.edu/ - See Other Announcements
- Kronos Home Page https://www.kronos.cornell.edu
- Kronos Information https://www.dfa.cornell.edu/payroll/kronos
- Includes technical requirements, training for timecard and time clock users, and FAQs
- Payroll Services http://www.dfa.cornell.edu/payroll
- Workday http://workday.cornell.edu/
- HR Policies https://www.hr.cornell.edu/policies/
- Student Employment http://www.studentemployment.cornell.edu/
- Student Center https://studentcenter.cornell.edu/
- Student Center Help http://registrar.sas.cornell.edu/Student/studentcenter.html
- NetID Activation https://netid.cornell.edu/NetIDManagement/
- Foreign National Questionnaire https://www.dfa.cornell.edu/tax/foreignnationals/questionnaire

Support
- IT Service Desk (for Kronos, technical, and payroll help) http://www.it.cornell.edu/support/