human Resources

LGBT Resources

Cornell University works to provide a safe and inclusive work environment for the LGBTQ community.

Benefits

For complete information about your benefits, see the Benefits area. Contact your HR representative or Benefit Services, (607) 255-3936, if you have questions about your benefits.

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Marriage, Domestic Partnership, Parenting

Visit the Enrollment page for links to information about life events that impact your benefits, such as:

- Marriage / Domestic Partnership
- Divorce / Dissolution of Partnership
- Birth / Adoption / Legal Custody of Child
- Adoption Assistance Program

Endowed

- Endowed Benefits for Domestic Partnerships FAQ
- Endowed Statement of Domestic Partnership Form

Contract College

- Domestic Partner FAQ - Contract College
- Summary Chart of Domestic Partner Benefits - Contract College
- PS-425 Domestic Partnership Enrollment Application
- PS-425.4 Termination of Domestic Partner (pdf)
Transgender Benefits

Endowed health plans now cover new benefits for transgender, transsexual, and gender noncomforming enrollees. New coverage includes therapy and certain medical procedures related to gender identity confirmation procedures. To learn more, refer to the Schedule of Benefits or Addendum in the Summary Plan Description of your health plan: CPHL, HSA, WCM-PPO.

Also see: Transgender Resources

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Personal Information

Name Change Process at Cornell

- Your NetID can be changed only after you have submitted your name change request to Human Resources and they have processed your request. More information.
- An employee must go to their local HR person to change their gender marker. No documentation is necessary.
- Cornell students, faculty, and staff may edit other settings in the Cornell directory in Who I Am and/or Workday.

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Changing Your Legal or Preferred Name in Workday

Login to Workday.

Click on the Personal Information icon and then click either Change Legal Name or Preferred Name, as applicable. See complete Workday instructions for updating personal information. Important: Remember to click Submit when finished!

Changing Legal Name:

- Your Legal Name must match exactly how your name is listed on your Social Security card.
- Once you submit the change, it will route to your local Human Resources representative who will ask for supporting documentation. Cornell faculty and staff must submit a copy of your social security card reflecting your new name to your local HR representative. (other forms of identification will not be accepted).

Changing Preferred Name:

- Select Preferred Name from the Change menu. De-select the Use Legal Name as Preferred Name box and enter the changes in the fields as needed.
• Workday will always display (and search by) Preferred Name, although the employee record will contain your
• All Cornell systems that receive data from Workday will also display Preferred Name. For compliance purposes, Legal Name will be used on W-2’s and any other compliance-related documentation.

Legal or Preferred Name in Office 365

By default, the Office 365 email and calendar system uses your legal first, middle, and last name as it's entered in Workday. Change your preferred name in Workday (see above) to show up on your Cornell email and calendar. More information about email.

Any questions regarding the use of Legal or Preferred name(s) should be directed to the local college or unit Human Resources representative.

Gender Identity and Sexual Orientation Fields in Workday

Click here for instructions. For questions related to LGBT issues, contact the Department of Inclusion and Workforce Diversity at owdi@cornell.edu (link sends e-mail) or the LGBT Resource Center at lgbtrc@cornell.edu (link sends e-mail). Questions related about how to make updates in Workday can be directed to the help desk at hrpayrollsupport@cornell.edu (link sends e-mail).

The LGBT Resource Center and the Department of Inclusion and Workforce Diversity encourage employees to update your Workday profile with the optional Sexual Orientation and Gender Identity field. This information is confidential (visible only to certain college or unit human resources representatives), and is used to help HR better understand and create resources for our workforce. The employee has sole access to add or update this field. Please note that this field is separate from Legal Gender, which is also located in the Personal Information area; contact your HR representative to update the Legal Gender field.

General Information About Legal Name & Gender Marker Change Process

The LGBT Resource Center at Cornell provides resources on the legal name change process in Tompkins county, as well as the process for changing other identity documents with name and gender marker (driver's license, passport, birth certificate, etc). Resources for students changing their name or identity documents in other states are also available. See the Know-How Booklet and Forms for information on changing your name and gender marker on important identity documents.

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Policies

• Equal Education and Employment Opportunity Statement
Networking

• **LGBT Colleague Network Groups**: university-sponsored employee resource groups for diverse populations, including racial/ethnic minorities, differently abled, young professionals, LGBT, and veterans, and allies of those groups. The groups provide programs that enhance the university culture by fully engaging all our faculty and staff. Each group advocates for a specific demographic within the Cornell faculty and staff community—to aid in recruitment and retention efforts, as well as improve the climate for the community as a whole.

• **Lesbian, Gay, Bisexual, Transgender Resource Center**: The Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center coordinates the efforts of the entire Cornell community to ensure the inclusion of all lesbian, gay, bisexual, transgender, queer, questioning, intersex, and asexual (LGBTQQIA) individuals and works to eliminate discrimination based upon sexual orientation, gender identity or expression. The LGBT Resource Center affirms LGBTQQIA+ identities and lives, and provides education, outreach, advocacy, and support. The LGBT Resource Center is also the home of over 20 undergraduate and graduate student organizations and serves as a community center and gathering space for LGBTQQIA+ students, staff, and faculty. Allies are always welcome!

• **LGBT Families Email List**: An interactive e-list which distributes information and resources among Cornell LGBT families. For instructions on joining or subscribing to an e-list, visit the [Cornell Information Technologies website](http://www.it.cornell.edu). See other Cornell email lists.

Local & Regional Resources

**Ithaca Lesbian Gay Bisexual Transgender Task Force**
The Task Force was incorporated to encourage an awareness of issues affecting LGBT people. The Task Force continues to work toward the elimination of prejudice and discrimination, and toward improving relationships and understanding among and between lesbian, gay bisexual, transgender, and heterosexual people.

**The Advocacy Center**
Provides supportive services to youth and adults in Tompkins County New York who have experienced intimate partner violence or sexual violence. Services include: 24 hour hotline, emotional support, help with police or courts, Sexual Assault Nurse Examiner Program, and emergency shelter.

**Southern Tier AIDS Program**
Services focus on the health and well-being of HIV+ persons and incorporate a harm
reduction perspective and recognize that behavior change is a gradual process.

**Out for Health**
Provides healthcare information, education and outreach in an LGBT friendly setting. Out for Health is part of Planned Parenthood of the Southern Finger Lakes - LGBT Health and Wellness Project. Provides local trans* resources as well.

**Gay Alliance**
The Gay Alliance of the Genesee Valley is a Champion for LGBTQ Life and Culture. We envision a future where all members of the greater Rochester LGBTQ communities, at all stages of their lives, are free to be fully participating citizens, celebrating their lives in which they are safe, stable and fully respected.

**Trans* Coalition of the Finger Lakes**
Composed of the Ladies of the Lakes and the Lords of the Lakes

**Tompkins County LGBT Youth Group**
Contact Maureen Kelly at maureen.kelly@ppsfl.org or (607) 216-0021 x134.

**Parents, Family and Friends of Lesbians and Gays (PFLAG) Ithaca-Cortland**
PFLAG promotes the health and well-being of GLBT persons, their families and friends by providing an opportunity for dialogue about sexual orientation and gender identity. Interfaith Center on Sundays 4:00 p.m.
7 Calvert Street
Cortland, NY 13045

**Welcoming Congregations**

- [First Baptist Church](#)
- [First Congregational Church](#)
- [St. Paul’s United Methodist Church](#)
- [St. Luke Lutheran](#)
- [First Unitarian Society](#)