




Setting Up



Resources to help you get set up in your new role

Here are resources that may be useful as you get set up in your new role at Cornell.

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Information Technology



Visit [IT.cornell.edu](https://it.cornell.edu) for support and information.

The [Staff IT Resources page](#) is a good place to get started!

- **Phones:** how to set up Audix voicemail, put a call on hold, transfer a call, and other tasks
- **Email:** how to set up and use your email account
- **Zoom:** web and video conferencing service
- **Wi-Fi:** how to get connected to wireless networks on campus
- **Two-Step Login:** set up and manage secure authentication (necessary to access Workday)
- **LastPass:** secure password management service
- **Skype for Business:** instant messaging
- **Box:** Share files and collaborate on documents
- **NetID:** info about using and managing your NetID and password
- **Support:** Contacts and helpful articles.

Payroll



Contact the [Division of Financial Affairs](#) for questions about your:

- paycheck,
- direct deposit,
- W2
- payroll deductions,
- tax withholding
- Foreign national questionnaire

Important information for hourly employees

Workday



www.hr.cornell.edu/workday

Employee self-service for:

- [New employee dashboard and onboarding tasks](#)
- [Entering time worked for hourly employees](#)
- [Requesting time off](#)
- [Direct deposit for payroll](#)
- [W2 and tax withholdings](#)
- [Contact information](#)
- [Enrolling in and managing benefits](#): healthcare plan, flexible savings account, and retirement savings (see "New Hire," endowed or contract college, depending on your position)

TIP: LEARN NAMES & FACES

by using Workday to see your organizational charts! This feature is helpful when learning your organization, finding out who to contact or collaborate with. The "Org Charts" contain reporting structure, job titles, pictures, and hierarchy.

Here's how:

- 1.) Log into workday on the website <https://hr.cornell.edu/workday>
- 2.) Type "my org chart" in the search bar in the top left to navigate to your org chart
- 3.) Click on "My Org Chart" from the search results

TIP: CHANGE OR UPDATE HOME AND WORK CONTACT INFORMATION

Check your personal information in Workday to verify or update your preferred name, work location & phone, emergency

contacts, and other details.

- [How to Update Personal Information in Workday](#)

Also see:

- [Workday How-To Guides](#)
- [FAQs](#)

Parking & Transportation



Visit [Parking & Transportation](#) for help with :

- **Transportation Services**
 - [C2C Campus-to-Campus Bus](#)
 - [Lease a Fleet Vehicle](#)
 - [Red Runner: People and Package Transportation](#)
- **Getting Around / Commuting Programs**
- **Parking**
 - [Employee Parking/Transit Request Form](#)
 - [Map-Employee Parking](#)
 - [Parking Basics](#)
 - [Parking for Expectant and Nursing Mothers](#)
 - [Parking for University Employees](#)

More



- **Directory - Contact Information:** print out this handy list of useful contacts.

- **Mail & Courier Services**
 - [Freight Receiving](#)
 - [Red Runner: People and Package Transportation](#)
 - [Send and Receive Mail](#)

- **Where to Eat**
 - [MealChoice](#) plan for faculty and staff

- **Ergonomic assessment**: Work with your supervisor and the Musculoskeletal Injury Prevention Program to ensure that your workspace supports your wellbeing.

- **CornellSpeak**: a guide to common Cornell acronyms

- **Disability Accommodations & Resources**
 - [Accessible IT](#)
 - [Accessibility Map](#): including accessible routes, entrances and parking

- **CUInfo**: a handy website to start the day, featuring useful university links, Cornell news and weather, alerts, and people search.

- **Staff Holidays**: list of staff days off

- **Weather Conditions**: Will you need an umbrella, boots, mittens, or sunglasses today... or all of the above?

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