



Pay and Time

Cornell employee data, pay, benefits, and other details are managed in Workday. To access information about your pay, log in to [Workday](#) and click on the pay icon. From here you can view recent payslips and manage direct deposit details, withholdings, and your W2.

How to manage your pay

- [Time Entry FAQ](#)
- [Enter Time Worked in Workday](#) (Hourly Employees, video)
- [Update Your Direct Deposit Payment Elections](#)
- [Update Your Federal and State Withholding Allowances](#) (pdf)
- [Opt In for an Electronic W-2](#) (pdf)
- [Print Your W-2 \(see FAQ for Employees, under "Compensation"\)](#)
- [Student Employee Withholding Elections](#) (pdf)

Click here for other useful [instructions on using Workday](#).

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Tax Withholding and W2

Information available at the [Division of Financial Affairs, Payroll area](#).

Pay Calendar

At Cornell, exempt employees are paid semimonthly; non-exempt employees are paid biweekly. View [pay calendars](#) here.

Compensation

Overtime, Travel & Expenses: Have questions about compensation for things like overtime, or travel and business expenses? Because policies can vary depending on the classifications above, it's best to ask your supervisor or [HR representative](#).

Performance based pay: Learn more about Cornell's [pay advancement](#) opportunities.

Career Navigator

If you'd like to know more about Cornell's compensation ranges and position classifications, use the [Career Navigator](#) tool.

- If you're a **current Cornell employee**, you'll begin with a description of your present position.
 - Want to see how you might advance from your current job? See options for different career path progressions on the right side of the screen.
 - Select "All Families" to explore job titles across families and pay bands.
 - Want to see what jobs are available? Click here for [internal job postings](#).
- If you're **not currently employed by Cornell**, enter as a guest; you'll begin on the "Career Areas" page, which describes Cornell's job families.

- Click on a job family to see positions across pay bands within that family.
- Click on a position to see the job description and compensation range.
- You can also browse and compare all job titles by selecting “All Families.”
- Want to see what jobs are available? Click here for [external job postings](#).

Related Policies:

- [Inconvenience Pay](#)
- [Emergency Call-Back](#)
- [Overtime](#)
- [Payroll Deductions](#)
- [Position Classification](#)
- [Establishing Pay Rates](#)
- [Salary Structure](#)
- [Meal Periods and Rest Breaks](#)
- [Temporary and Casual Appointments](#)
- [Time Collection](#)
- [Travel Time as Time Worked](#)

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