



## Pay

### Your Paycheck

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 options in Workday

Visit the Pay worklet within Workday, and use these job aids:

- [Pay: How to Update Your Direct Deposit Payment Elections](#) (pdf)
- [Pay: How to Update Your Federal and State Withholding Allowances](#) (pdf)
- [Pay: How to Opt In for an Electronic W-2](#) (pdf)
- [Pay: How to Print Your W-2](#) (pdf)
- [Pay: Student Employee Withholding Elections](#) (pdf)

### Questions about Tax Withholdings 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 DFA [pay calendars](#) here.

### Entering Time

Non-exempt (hourly) employees manage time through Workday. See the [Workday Employee FAQ page](#) for information and resources.

### 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? Visit the "Career, Talent and Performance" worklet within Workday.
- 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](#)
  - [Meal Periods and Rest Breaks](#)
    - [Meal Period and Rest Breaks FAQ](#)
  - [Temporary and Casual Appointments](#)
  - [Time Collection](#)
  - [Travel Time as Time Worked](#)
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