Welcome to Cornell University! Once you receive an email titled, *New Hire-Actions Required* you will then be able to begin the onboarding tasks outlined below. The key below will help you in your navigation of the Workday system.

**Important Notes Before You Begin:**
- As you complete required Inbox tasks, you may be taken to a new web page outside of Workday (they are marked with “external link”). Once you have completed the necessary steps on those pages, go back to the original task in Workday, and hit the **Submit** button to clear this item from your Inbox.
- This document outlines all possible onboarding tasks. Please be aware you will only see the tasks in your Inbox which are specific to your position.

**Workday Icon Key:**

- **Home Page:**
- **Expand View:**
- **Calendar:**
- **Home Button:**
- **Edit Button:**
- **Print:**
- **Search:**
- **Choice Prompt:**
- **Process Complete:**

**Getting Started:**

Go to the Workday home page <workday.cornell.edu> and click the **Let’s Get Started** button and then the **Getting Started** Worklet icon.

1. Click the **Take Me There** button;
2. From here you will see the Onboarding landing page with three helpful sections:
   - **Information For Your Review:** Additional information that may be of interest to you along with links and content for new employees.
   - **Messages and Social Media:** Welcome from our Chief HR Officer, Mary George Opperman and information about the history of Cornell.
   - **Your Onboarding Checklist:** These are the items that you will need to take action on prior to, or on, your first day.
3. Start by clicking the **View Inbox** button (pictured right).

*Questions, please contact the HR Service Center at 607-255-0056, TTY 607-255-4943, or onboarding@cornell.edu.*
4. Complete each of the Inbox items, following the directions below:

😊 Schedule an Onboarding Appointment (external link):

   **How:** To make an appointment please click on the provided calendar link. Your appointment can be scheduled prior to your first day of work on a voluntary basis but should be scheduled no later than your third day of employment.

   **What:** During your appointment you will obtain your Cornell Photo ID, meet with a representative from **Transportation and Benefit Services** and complete any remaining Workday tasks.

   ✨ **Note:** If you don’t view this item in your Inbox you do not need an appointment.

😊 Review and Sign Required Electronic Documents:

   Review each PDF document, as applicable, then click the “I Agree” check box for each item, and then hit **Submit** at the bottom of the screen. Documents that you may be asked to review, are:

   - Vacation Usage Consent Form
   - Access to Confidential Data and Information Form
   - Building a Culture of Respect Program
   - Inventions and Related Property Rights Assignment Form 5/8/2013

   ✨ **Note:** The documents that you are asked to sign, are based on your position. You may not view all of the documents listed above.

😊 Transportation Request Form (external link):

   This task will take you to our [Commuter & Parking Services office web page](https://example.com).

😊 Emergency Mass Notification Information Entry (external link):

   Enter a personal phone number that will be used to contact you in the event of a campus emergency. This number is private and confidential and will NOT be published or released. Cornell will ONLY use this information in the event of an emergency.

😊 Activate Email & Update Cornell Electronic Directory (external link):

   Click on each link and complete the required information, then return to this item in your Inbox and hit **Submit** at the bottom of your screen.

   - **Activate Cornell Email:** Check the box next to “Deliver my email to my Cornell exchange account”. If you want to receive a copy of your Cornell email in another email account, enter that email address in the “Deliver my email to” field.
   - **Enter Work Location:** This is the location that will appear in the Cornell Electronic Directory.

Questions, please contact the HR Service Center at 607-255-0056, TTY 607-255-4943, or onboarding@cornell.edu.
Add an Emergency Contact:
Enter one emergency contact by providing their name, relationship to you and phone number, including Phone Device type, in the event that we need to contact someone on your behalf.

Click the green My Emergency Contacts button. From the next screen click the Add button and proceed to enter information for your primary emergency contact (with an option to also add an alternate contact).

Complete Required Tax Forms and Enroll in Direct Deposit:
Click on each link and complete the required information, then return to this item in your Inbox and hit Submit at the bottom of your screen.

- Tax Forms: This link will take you inside the Pay Worklet Icon. From here you can click Update Tax Forms button in the External Links section of your screen. You will go to a web page outside of Workday. From this page (the CIC+ web site) enter your federal and state withholding information. For detailed instructions please see the How to update your Federal and State Withholding Allowances reference sheet.
- Foreign National: Note: The Tax Forms link above does not apply to you. This link takes you to a web page outside of Workday with information, links, and instructions on how to complete the Foreign National Questionnaire.

  Note: The Foreign National Questionnaire can not be completed until you have obtained your Social Security Number.

- Direct Deposit: This link will take you inside the Pay Worklet Icon. From here you can click the Payment Elections button and enter your direct deposit information (the account(s) and payment elections that you want to set up). For detailed instructions please see the Direct Deposit Payment Elections reference sheet.

Complete Sourcing Questionnaire (if applicable): This is where you will identify where you heard about the job you have been hired for.

Change Benefit Elections:
This is where you will enroll in the benefits that you are eligible for.

Note: It is not necessary to enroll prior to your onboarding appointment; you will meet with a Benefits Specialist at that time. If you don’t have an onboarding appointment you may contact Benefit Services at (607) 255-3936 or by email benefits@cornell.edu with any questions prior to enrolling. You may also refer to the email you received from Benefit Services.

Questions, please contact the HR Service Center at 607-255-0056, TTY 607-255-4943, or onboarding@cornell.edu.
**Confirm Personal and Contact Information:**
Verify your personal and contact information (including home address) so that your W4, W2 and I-9 are correct. The home address should be the same as where you want your first check mailed.

On or after your start date, enter your work address in the Alternate Work Location section. This address will appear in Workday only.

**Note:** Please ensure the state on the home address is correct and that “West Virginia” didn’t default in the State field

**Complete Form I-9:**
In Section 1: Employee Information and Attestation review your Legal Name (Last, First, Middle Initial) address, birthdate, and Social Security number, contact information, etc. for accuracy. In the Other Names Used (if any) enter all other legal names used, including maiden name. If you have had no other legal names check the “NA” box.

- For additional information on completing the I-9, please visit https://www.uscis.gov/sites/default/files/files/form/i-9.pdf

*All paid employees must complete and sign Section 1 of Form I-9 **no later** than the first day of employment.

**Note:** When you meet with a representative from Cornell, as part of the hiring process, we are required by Federal law to verify original, unexpired documents that establish your identity and employment eligibility. A list of documents that we can accept can be found on page 9 of the I-9 form located on the web at www.uscis.gov/files/form/i-9.pdf; choose one document from List A, or one document from List B and List C.

Each of these tasks may also be accessed by clicking on the cloud icon next to your Name (located in the upper right-hand corner of your screen). From the drop-down menu that appears select **Inbox** (pictured right).

**Reminder:** Following completion of the Onboarding checklist items that require you to go outside of Workday to complete, you will need to go back into your Workday Inbox and complete those tasks by clicking **Submit** at the bottom of the screen for each task. This is needed so they will be removed from your list of remaining items in your Inbox.