Payroll Checklist for Hourly Employees 1/4/18

☐ **Your Cornell assigned NetID must be active**

- Payroll information, including how to access your timecard, is emailed to your Cornell-assigned NetID email address. Your NetID account must be active before you can log into Kronos. If you forward email, keep those addresses updated and valid. To activate your account go to **netid.cornell.edu/NetIDManagement** > Activate your NetID

☐ **Direct Deposit (DD)**

- Register for Direct Deposit (DD) to guarantee that your pay is available in your bank account on payday – even when you are on semester break or vacation. DD prevents lost, misplaced, and stale-dated checks. It also prevents delivery to the wrong address and postal delays due to inclement weather.
- Log in to **workday.cornell.edu** and **click on the PAY icon**, then click **Payment Elections**. For instructions, click **How do I manage my direct deposit elections?**
- If you do not register for DD, your paychecks are mailed to you, so you need to keep your addresses updated.
  - Checks for student employees are mailed to their Cornell-assigned housing addresses or to their local addresses. If either address is inactive or blank, the check is mailed to the home address by default.
  - Checks for staff members are mailed to their home addresses.

☐ **Tax Withholding Forms**

- Your tax withholding forms should be completed before the end of your first pay period. If you do not file a withholding form, the withholding default is single, claiming zero, *regardless* of your marital status.
  - Non-citizens must complete the Foreign National Questionnaire to determine tax status. Go to **www.dfa.cornell.edu/tax/foreignnationals/questionnaire**
  - Citizens and permanent residents log into **workday.cornell.edu** and **click on the PAY icon**, then click **Withholding Elections**. For instruction details, click **How do I update my withholdings**.
  - To receive the W-2 form electronically only (no paper form will be mailed), go to: **workday.cornell.edu** and **click on the PAY icon**, then click "**How do I opt in for an electronic W-2?**". Please note that if you do not choose the electronic form, a paper W-2 is mailed to your home address as listed on file in January, so be sure that your address is updated and valid. (See **Address Information** below.)

☐ **Pay Periods and Pay Dates**

- Hourly employees are paid biweekly if timecards are completed, error free, and submitted by both the employee and approved by the supervisor. For pay periods and pay dates, go to **dfa.cornell.edu/payroll/about/paycalendars**.
- Confirm timecard approval deadlines with your supervisors.

☐ **I-9 Employment Eligibility Verification Form**

- As required by federal law, your I-9 Employment Eligibility Verification Form must be on file within 3 days of starting your job, or you must stop working. For I-9 information and required documentation, contact your supervisor.
- Student employees should review I-9 requirements at **studentemployment.cornell.edu**.

☐ **Recording Time Worked and Time Off in Workday**

- As an hourly employee (paid biweekly) you'll use a web timecard, a time clock, to record your work shifts and meal breaks.

- Please launch the following online CU Learn Courses to learn more about how to record time worked and time off in Workday:
  - HRWKD-TT 1000 – Workday Time Tracking –How to Enter Time (for web timecard users)
  - HRWKD-TT 1001 – Workday Time Tracking – How to Request Time Off
  - HRWKD-TT 1003 – Workday Time Tracking – How to Use Clock (for time clock users)
- Student employees may wish to watch this short 2 minute Students: How to Enter Time video.
- Review the HR-Payroll Policies at https://www.hr.cornell.edu/policies/ and the Meal Periods and Rest Break policy at at www.hr.cornell.edu/policies/nonacademic/workweek.html. Student employee meal period policies are found at http://studentemployment.cornell.edu/policies.

☐ Overtime

- Overtime is calculated by the week (Thursday to Wednesday), and is paid on time worked over 40 hours. See **Human Resources Policy 6.7.12, Overtime.**
- If you work multiple jobs with different pay rates, the overtime pay rate is a weighted average based on the total hours and pay rates for all the jobs you worked during the week.
- When multiple jobs are involved, your overtime is charged to the job in which the Overtime was worked.

☐ Supervisor, Back-Up Supervisor, and Pay Rep

- Be sure you know the name and contact information for both your primary and your secondary supervisors, and for your department Pay Rep. A supervisor's approval is required on your timecard by the end of each pay period. If you don't know who your local Pay Rep is, please refer to this list.

☐ Address Information

- Keep your home, local, and emergency addresses current:
  - Student employees update addresses at **studentcenter.cornell.edu > Personal Information**
  - Staff and temporary employees update addresses in **workday.cornell.edu > Personal Information**
- If you did not select the option for an electronic W-2 form, a paper form will be mailed to your home address. To ensure delivery, please confirm that your address is correct by late December.

Resources

Direct Deposit Your Pay Check*:	https://workday.cornell.edu/ - Click the PAY icon.
Tax Forms (W-4/W-2)…Update, View, Print:	https://workday.cornell.edu/ - Click the PAY icon.
Foreign National Questionnaire (tax form)	https://www.dfa.cornell.edu/tax/foreignnationals/questionnaire
View Your Job and Pay Info in Workday:	http://workday.cornell.edu/
Cornell Policies:	https://www.hr.cornell.edu/policies/
Student Employment Job Listings and More:	http://www.studentemployment.cornell.edu/
Update Student Addresses at Student	https://registrar.cornell.edu/classes-enrollment/student-center
Center: Update Staff Addresses in Workday:	http://workday.cornell.edu
NetID Activation:	https://netid.cornell.edu/NetIDManagement/