

New Hire/Rehire Guidelines
Completion of University Required Documents/Actions

Documents/ Actions	New Hire	Rehire	Completed via
Background Check	As outlined in University Policy 6.6.2, Reference Checking and Information Verification and in accordance with local college/unit requirements (for those college/units that have more comprehensive policies). “Designated” positions listed in the policy are expected to be subject to background verification, and are university funded.	As outlined in University Policy 6.6.2, Reference Checking and Information Verification and in accordance with local college/unit requirements (for those college/units that have more comprehensive policies). Note: A new background check is not required if a check was completed within the last 6 months and the original report is reviewed or if a retiree is returning into the same dept. in which they previously worked.	Via our Background Check vendor through integration within Workday. A <u>printed copy</u> of the report should be retained in the employee’s personnel file. Reference checks should be recorded in Workday Recruitment for hires processed via that system. <i>*Completed within Department.</i>
Benefit Forms	All benefits eligible hires must complete benefits enrollment/forms to be enrolled and covered.	Yes for all benefits eligible rehires.	Complete Benefits Enrollment via Workday (<i>InBox/Benefits</i>); and on paper for Contract College hires. Copies of required documents are necessary to complete enrollment process. Validity of dependent status is required for both Contract College and Endowed. <i>*Completed during Onboarding appointment for those who attend, or in Department for those who do not attend Onboarding.</i>



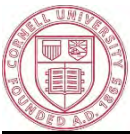
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Building a Culture of Respect @ Cornell Attestation	<p>Yes. All new hires must attest that they understand the program is expected to be completed within 30 days of start date.</p> <p>Departments should review CULearn to monitor and follow up with new hires to encourage completion of the program.</p>	<p>Yes. If the most recent termination date of the rehire is before December 2014 or if they have not previously viewed the <i>current</i> program. If applicable, program is to be completed within 30 days of start date.</p> <p>Departments should review CULearn to monitor and follow up with new hires to encourage completion of the program.</p>	<p>Hire completes attestation electronically in Workday via e-documents.</p> <p><i>*Completed during Onboarding appointment for those who attend, if not already completed previously; or in Department for those who do not attend Onboarding.</i></p> <p>Department monitors program completion via CULearn, and follows up with hire/rehire as needed.</p>
Confidentiality Agreement	<p>Yes</p>	<p>No, as long as the previous agreement is on file. If the rehire did not previously attend onboarding (see date in Workday), or the paper copy is not attached in Worker Documents, a new form should be completed electronically in Workday.</p>	<p>Complete electronically in Workday via e-documents. If paper copy is completed, scan and attach to employee record in Workday Worker Documents in <i>Hire w/o SSN</i> folder</p> <p><i>*Completed during Onboarding appointment for those who attend, if not already completed previously; or in Department for those who do not attend Onboarding.</i></p>
Conflict of Interest Agreement	<p>Yes, for all academic titles.</p> <p><i>The recently modified University Policy 4.14 requires that ALL individuals with academic titles, including Visiting, Courtesy, and Adjunct titles, report their external financial interests and commitments</i></p>	<p>Yes, for all academic titles.</p>	<p>Complete electronically via Cornell website.</p> <p>https://www.oria.cornell.edu/COI/</p> <p>New hires and rehires in academic positions are prompted via email to complete form online. All employees in academic positions re-sign online annually.</p> <p><i>*Completed within department.</i></p>



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Direct Deposit	For hires utilizing direct deposit, an Electronic Deposit Authorization form must be completed within Workday, Pay /Payment Elections.	Rehires who were previously enrolled in direct deposit, should review and confirm the information contained in Workday/Pay/Payment Elections is correct (no voided check/bank confirm required). If information is <i>not</i> accurate or none is on file, they must enter corrected banking information within Workday/Pay/Payment Elections .	Complete via Workday/Pay/Payment Elections new or updated banking info. <i>*Completed during Onboarding appointment for those who attend; or in Department for those who do not attend Onboarding.</i>
Email Account (Cornell)	Yes. All new hires are to activate their Cornell University e-mail.	Yes unless prior email account/password remain active.	Go to http://whoiam.cornell.edu <i>*Completed during Onboarding appointment for those who attend, if not already completed previously; or in Department for those who do not attend Onboarding.</i>
Emergency Contacts	Yes. Hire should be encouraged to enter an emergency contact in Workday.	Rehire should review, update and confirm that emergency contacts in Workday are accurate.	Complete via Workday/Personal Information/Emergency Contacts View emergency contacts currently listed in Workday; update if necessary. <i>*Completed during Onboarding appointment for those who attend, if not already completed previously; or in Department for those who do not attend Onboarding.</i>



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Employment Application	All non-academic new hires (regular, term, temporary) must complete an employment application.	All individuals rehired into a regular or term non-academic (including temporary) position must complete an application. Any individuals returning to a temporary/casual role in a unit in which they have worked within the last year, do not need to complete a new application. Note: A new application is not required if a University retiree is returning into the same unit in which they previously worked.	Via Workday. If not completed online a paper application must be completed and attached to the employee record via Worker Documents in Workday using <i>Hire w/SSN</i> folder. <i>*Completed within Department.</i>
Post-Offer Request for Conviction Related Information	All non-academic new hires (regular, term, temporary) must complete the <i>Post-Offer Request for Conviction Related Information</i> form. This is completed <u>once a verbal offer has been extended.</u>	All individuals rehired into a regular or term non-academic (including temporary) position must complete the <i>Post Offer Request for Conviction Related Information</i> form. This is completed <u>once a verbal offer has been extended.</u>	Via Workday. If not, completed online a paper form must be completed and attached to the employee record via Worker Documents in Workday using the <i>Employment</i> folder. <i>*Completed within Department.</i>
Home Address	New-hire will review and update, if necessary, home address in Workday.	Rehire should review and update, if necessary, home address in Workday.	Complete via Workday/Personal Information/Contact Information <i>*Completed during Onboarding appointment for those who attend, if not already completed previously; or in Department for those who do not attend Onboarding.</i>



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<p>I-9 Form</p> <p>Due by 3rd day from start</p> <p>If the position is located outside of the US, no I-9 is needed.</p> <p>For more information on completing Form I-9 please visit https://apps.hr.cornell.edu/workdayCommunications/HCM%20job%20aids/CompleteI-9.pdf</p>	<p>Yes</p> <p>(An I-9 is not required if the individual is Non-Paid and non-benefits eligible*.)</p> <p>(Foreign nationals who do not enter the country until after their start date, must complete the form I-9 no later than three days from the date they enter the country.)</p> <p>*Note: Non-paid hires who utilize benefits subsidized by Cornell must complete an I-9.</p>	<p>Section 3 <i>Reverification</i> of the previously completed I-9 may be completed if the original I-9 is less than 3 years old.</p> <p>A new I-9 is required if:</p> <ul style="list-style-type: none"> any documents (List A or C only) on the previous I-9 have expired and an original document from List A or C cannot be presented when prompted to complete the electronic reverification, or an I-9 is not currently on file, or the one on file is more than 3 years old <p>Continued on next page.</p>	<p>NEW HIRES:</p> <p>Complete electronically via Workday (preferably). Form I-9 completed on paper must be scanned and attached via <u>Worker Documents using Hire w/SSN folder, and I-9 form completion date entered in Paper I-9 Date field</u> within Workday.</p> <p>REHIRES:</p> <p>To reverify an I-9:</p> <ol style="list-style-type: none"> Electronic I-9 completed previously: <ol style="list-style-type: none"> Review previous electronic I-9 to determine if ID documents (List A or C only) presented previously are still valid (unexpired). If previous ID documents are <i>not</i> expired, complete Reverification Section 3 electronically within Workday. If any previously presented ID documents <i>are</i> expired, obtain an original document from List A or C, and complete Reverification Section 3 electronically within Workday. Paper I-9 completed previously: either complete a new I-9 electronically within Workday (preferred); <i>or</i>: <ol style="list-style-type: none"> Review previous paper I-9 attached to rehired employee’s record in Workday under Worker Documents to determine if ID documents (List A or C only) presented previously are still valid (unexpired). Print copy of previous paper I-9 attached in Worker Documents. <p>Continued on next page.</p>
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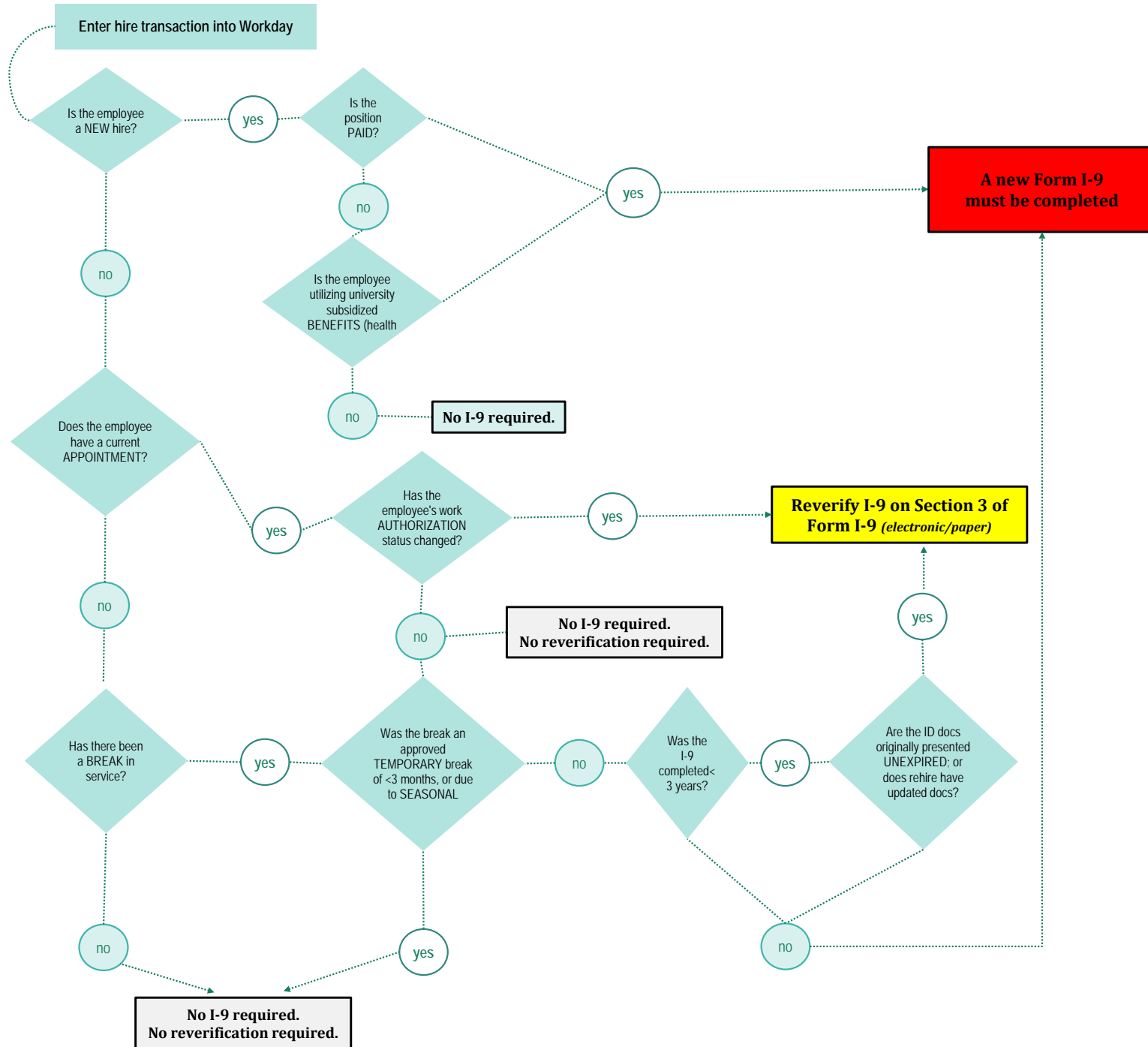


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<p>I-9 Cont.</p>		<p>A new I-9 is <i>not</i> required if the individual is:</p> <ul style="list-style-type: none"> • Non-paid (<i>and</i> non-benefits eligible) • Seasonal, or returned after an Approved Temporary Break* <p><i>*Seasonal = routinely returns to employment in the same department/unit on a regular basis (i.e. Lecturer, Summer camp, Res Life) with breaks in service of less than one year</i></p> <p><i>Approved temporary break = break in service of less than three months with clear expectation of returning to active status within the same department/unit (i.e. active to retired-active, professor to emeritus, student to non-student)</i></p> <p>*Note: Non-paid hires who utilize benefits subsidized by Cornell must complete an I-9.</p>	<ul style="list-style-type: none"> c. Complete Section 3 on newest version of paper I-9. (If previous ID documents are expired, obtain an original document from List A or C, and complete Section 3.) d. Scan together both the previously completed Form I-9, as well as the completed Section 3 Reverification page, and attach PDF file to Workday in Worker Documents using <i>Hire w/SSN</i> folder <p>Note: If completing the form electronically is not practical, a paper copy may be completed. The paper I-9 date field in Workday must be populated with the date Section 2 of the I-9 was completed, and the paper I-9 must be scanned and attached to the <u>employee record</u> via Worker Documents in Workday using <i>Hire w/SSN</i> folder, and <u>I-9 form completion date entered in <i>Paper I-9 Date</i> field.</u></p> <p>Remote I-9s: Hires/rehires not expected to be in Ithaca in time to complete Form I-9 within the prescribed timeframe must complete the form remotely. Contact Onboarding (x5-2899) for assistance in arranging remote I-9 completion.</p> <p><i>*Completed during Onboarding appointment for those who attend; or in Department for those who do not attend Onboarding.</i></p>

I-9 FLOWCHART

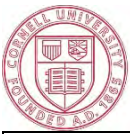
Is an I-9 Needed?





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<p>IRPRA (Academic) <i>Due by 3rd day from start</i></p>	<p>All academic new hires (including both <i>Paid</i> and <i>Non-paid</i>), and Graduate Assistantships must complete an IRPRA.</p> <p>Note: If an alternate version of the IRPRA is required due to competing agreements with other employers, University Counsel’s Office must be involved to redraft the IRPRA.</p>	<p>A new IRPRA form is required if a previously completed IRPRA is not accessible or if the break in service is more than 6 years.</p> <p>Note: If a previously completed form is an older version (prior to Dec/2014 update), the newest version of the form must be signed, regardless of length of break in service.</p>	<p>Complete electronically in Workday via e-documents.</p> <p>Note: If completing the agreement electronically is not practical, a paper copy may be completed. The date of completion must be entered into the paper IRPRA field in Workday and the paper IRPRA must be scanned and attached to the <u>employee record</u> via Worker Documents in Workday using <i>Hire w/o SSN</i> folder, and <u>IRPRA form completion date entered in Paper IRPRA Date</u> field.</p> <p><i>*Completed during Onboarding appointment for those who attend, if required.</i></p>
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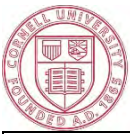
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Table with 4 columns: Category, Column 1, Column 2, and Column 3. Rows include NetID Activation and Offer Letter.



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<p>NYS Wage Theft <i>Also applies to transfers.</i></p>	<p>Yes. All hires (academic and nonacademic) must acknowledge that they have been informed in writing of their start date, rate of pay and pay frequency. In addition, provided with the option to request the terms in another language.</p>	<p>Yes</p>	<p>Via Workday for Nonacademic searches</p> <ul style="list-style-type: none"> For search exceptions, including waivers of search, as defined in policy you are required to include this form with the offer letter. <p>Scan the form generated outside of Workday and attach it to Worker Documents in Workday in the <i>Employment</i> folder.</p> <p><i>*Completed within Department.</i></p>
<p>Transportation Options</p>	<p>Yes</p>	<p>Yes</p>	<p>Review transportation options; and, for those who require parking, complete parking permit documents during the onboarding appointment at the HR Service Center, or at Transportation Services on Maple Ave.</p> <p><i>*Completed during Onboarding appointment for those who attend.</i></p>
<p>Union Forms</p>	<p>Yes, for unionized positions.</p>	<p>Yes, for unionized positions.</p>	<p>New hires (UAW-only) attending onboarding appointments may complete union forms in onboarding.</p> <p><i>*Completed during Onboarding appointment for those who attend.</i></p>
<p>Vacation Usage (Staff)</p>	<p>All eligible hires.</p>	<p>Yes. All eligible rehires.</p>	<p>Complete electronically in Workday via e-documents. (Temp to regular must complete on paper, scan and attach to employee record in Workday Worker Documents, using <i>Hire w/o SSN</i> folder.)</p> <p><i>*Completed during Onboarding appointment for those who attend, if not already completed previously.</i></p>



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W-4	Yes	A new W-4 is required if the break in service is more than 60 days.	<p>Complete via Workday/Pay /Update Tax Forms</p> <p>Note: If a paper copy of W-4 is completed, form should be sent directly to Payroll, and <u>not</u> attached to Worker Documents in Workday.</p> <p><i>*Completed during Onboarding appointment for those who attend or in Department for those who do not attend Onboarding.</i></p>
Work Address	<p>Yes; add in campus location in:</p> <ol style="list-style-type: none"> 1. Workday: Alternate Work Location section on/after start date. 2. WholAm/Electronic Directory 	<p>Rehire should review, and update, if necessary, campus location in:</p> <ol style="list-style-type: none"> 1. Workday: Alternate Work Location section on/after start date. 2. WholAm/Electronic Directory 	<ol style="list-style-type: none"> 1. Complete via Workday/Personal Information/Contact Information/Work Contact Information/Alternate Work Location. Note: This can only be updated on/after start date. 2. Complete via WholAm/Electronic Directory Note: This can be completed prior to their start date. <p><i>*Completed during Onboarding appointment for those who attend; or in Department for those who do not attend Onboarding, provided their appointment is on/after their start date. If not, they are provided with instructions on how to add an alternate work location in the future.</i></p>
Work Phone	Yes	Yes	<p>Complete via Workday/Personal Information/Contact Information/Work Contact Information/Primary Phone. Note: This can only be updated on/after start date.</p> <p><i>*Completed during Onboarding appointment for those who attend; or in Department for those who do not attend Onboarding, provided their appointment is on/after their start date. If not, they are provided with instructions on how to add an alternate work location in the future.</i></p>
Working papers/Job description (Minors)	Yes	Yes	<p>Must be obtained prior to appointment in all cases.</p> <p>Both working papers (original document) as well as job description must be maintained within the hiring department, and readily accessible for audit, during the minor employee’s entire employment term.</p> <p>Working papers must be returned to the minor employee upon termination of employment.</p>