Faculty, staff and academic employees: Log in to Workday by clicking the LOG IN button at workday.cornell.edu and entering your NetID and password. On the All About Me page, take the following action, as listed below. For detailed instructions on how to navigate Workday, please review the various training materials designed for employees.

1. Click on the Personal Information worklet to view and, if needed, update your address and emergency contacts.
   
   **Important Note:** Your Preferred Name is distributed to numerous Cornell systems, including Outlook. If you wish to update your Preferred Name, click on the Personal Information worklet and select Change Preferred Name. No approval is need for this action. (Note: Your Legal Name will always be displayed by default in Workday.)

2. Next, click on your name in the upper right-hand corner of the Workday page to view your employee profile. Click on the Compensation icon to review your compensation details, including your base pay and allowances. This information is view only and cannot be changed.

   **Important Note:** The Total Salary and Allowance field may not display accurately if you have received any allowance (additional) payments. Workday displays an inflated value, calculating all allowances as if they were paid for a full year. This will not impact on your actual paycheck. You should disregard this field and view your payslip within the Pay icon (more in step 4 below) to verify your pay.

3. Click on the Benefits icon to view your benefit elections. If you have any questions about existing elections, please contact the Benefits Services Office at benefits@cornell.edu.

   **Important Note:** You may notice Workday is not displaying all of your benefit elections information. Certain benefit elections are only stored with Cornell’s vendors. Examples include supplemental group life insurance, personal accident insurance and auto & home owner insurance. Some retirement election pages will display your enrollment but not all of the plan details. We encourage you to review the items on your payslip for appropriate deductions.

4. Still on your employee profile page, click on the Pay icon. Review your paycheck information, including your withholding elections, your payment elections (direct deposit accounts) and finally review the accuracy of your paycheck.

   **Important Note:** Payslips will be available for review in Workday after the first time payroll is run in Workday, on 4/11 for bi-weekly (hourly) employees and 4/15 for semi-monthly (salaried) employees. Until that time, you will see the following message, ‘You are currently receiving a paper copy of your payslips.’

5. Lastly, please click on the Time Off icon. If you are an exempt employee and eligible for vacation or health & personal leave accruals, please review your existing time-off (as of 4/1/13) balances. If you are a nonexempt employee, continue to use Kronos for time off requests but note that your balances will be pulled into Workday each pay period for view purposes only.

   **Important Note:** If you need to report time off for days taken during the transitions from your previous system (Kronos on 3/15/13 or LARS on 3/8/13) to Workday (4/1/13), please contact your local HR representative or Training Liaison who will assist you in making the appropriate correction to your Time Off balances. You cannot enter time off prior to 4/1/13, however, moving forward you will be able to enter time off retroactively. Again, starting balances in Workday are as of 4/1/13; please contact your HR representative with balance questions.
For managers/supervisors: Use Workday to review data about yourself and your staff. You can do this by logging in as stated above, clicking on My Team at the top of the screen, and then:

1. Click on the My Team worklet to see your team (those whom you supervise).
2. Click on each direct report to view detailed information about their job data.
3. Click on the My Team worklet again and review a list of reports (under View) relating to your team.

**Important Note:** Workday considers anyone to whom someone else reports as a supervisor.

Where do I go for help?
For help with any of the above tasks, please access the employee or manager training materials on the Workday website. If you have a question or concern about your personal information or your direct reports’ data, please contact your supervisor/department manager or local HR Office or Training Liaison.