Faculty, staff and academic employees: Log in to Workday by clicking the LOG IN button at workday.cornell.edu, and then enter your NetID and Cornell password. On the Workday Home Page you will see self-service icons that are organized by category and represent different kinds of actions and views that can be performed. For detailed instructions on how to navigate Workday, please review the various training materials designed for employees.

These icons include the following:

1. **Personal Information:** from here you can view and, if needed, update your address and emergency contacts.

   **Important Note:** Your Preferred Name will now be displayed by default in Workday. It is also used in other Cornell systems, including Outlook. If you wish to update your Preferred Name, click on the Personal Information icon and in the Change box, click the Preferred Name button. No approval is need for this action. Cornell systems requiring the use of legal name (the name on your Social Security card) will continue to use your Legal Name. For example: Payroll records per IRS regulations.

2. **Benefits:** from here you can view your benefit details by clicking on the Benefit Elections button. This display includes current benefits plans, coverage dates and levels as well as their cost. Clicking on the Benefits icon also allows you to make changes to some benefit options, while some other benefit options are only possible in the case of a qualifying event (ex. Birth of a Child) and during open enrollment periods. If you have any questions about existing elections, please contact the Benefits Services Office at benefits@cornell.edu.

   **Important Notes:**
   While it appears that you can add Beneficiary data, this task cannot and should not be performed in Workday. All beneficiary changes, including additions, need to be updated directly with the Cornell vendors. Please contact your provider (ex. Fidelity, Aetna, etc.) to view, add or modify your beneficiary information. Dependent data may be updated via Workday but is only a record of dependents and does not necessarily reflect insurance coverage levels.

   You may also 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.

3. **Pay:** from here you can view your Payslip information, withholding elections and tax documents (W-2). You may also update your withholding elections (State and Federal), payment elections (Direct Deposit) and opt-in to receive your W-2 electronically as applicable.

4. **Time Off:** If you are an exempt employee and eligible for vacation or health & personal leave accruals, from here you may Request Time Off, Correct Time Off and review your existing time-off balances. If you are a nonexempt employee, continue to use Kronos for time off requests and to view current balances.

5. **Employee Profile:** Click on your name in the upper right-hand corner of the Workday Home page to view your profile. From this view information including Compensation details (e.g. your base pay and allowances) is displayed. This information is view only and cannot be changed. Each category of job related information can be viewed by clicking on the associated tab.
6. **Important Links: Employees:** from here you can access helpful links to useful websites outside of Workday (Payroll Calendar, Kronos, CU Learn, etc.)

   **Additionally:** Some icons may be added or removed from your **Home Page** by clicking on the Configure this Page gear in the upper right hand corner.

   **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** icon on the Home Page, and then, you may wish to:

   1. Click on your direct reports’ employee profiles to view detailed information about their job data.
   2. Click on the various View options presented.

   **Important Note:** In Workday, a Manager is anyone who has positions reporting to them.

   **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, local HR Office or **Training Liaison.**