



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 printed copy 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>
Benefits docs	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	Yes. All new hires must attest that they understand the program is expected to be completed within 30 days of start date. Departments should review CULearn to monitor and follow up with new hires to encourage completion of the program.	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. Departments should review CULearn to monitor and follow up with new hires to encourage completion of the program.	Hire completes attestation electronically in Workday via e-documents. <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> Department monitors program completion via CULearn, and follows up with hire/rehire as needed.
Confidentiality agreement	Yes	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.	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 <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>
Conflict of Interest agreement	Yes, for all academic titles. <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>	Yes, for all academic titles.	Complete electronically via Cornell website. https://www.oria.cornell.edu/COI/ New hires and rehires in academic positions are prompted via email to complete form online. All employees in academic positions re-sign online annually. <i>*Completed within department.</i>



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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 must complete an employment application either through a Cornell utilized recruitment system or a paper form.	All individuals rehired into a regular or term non-academic position will complete an application via the online recruitment system. 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 the online recruitment system as appropriate. 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>
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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I-9 Form <i>Due by 3rd day from start</i>	Yes (An I-9 is not required if the individual is Non-Paid and non-benefits eligible*.) <i>(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.)</i> *Note: Non-paid hires who utilize benefits subsidized by Cornell must complete an I-9.	Section 3 <i>Reverification</i> of the previously completed I-9 may be completed if (1) the break in service is less than 3 years; and (2) all documents used for original I-9 remain valid (unexpired) or an updated original of the same documents presented previously are provided to the hire initiator. A new I-9 is required if: - any documents on previous I-9 have expired and an updated original of those same document types are not presented, or - the break in service is greater than 3 years, or - an I-9 is not currently on file A new I-9 is <i>not</i> required if the individual is: - Non-paid (<i>and</i> non-benefits eligible) - Seasonal, or returned after an Approved Temporary Break* <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> <i><u>Approved temporary break</u> = break in service of less than three months with clear expectation of returning</i>	NEW HIRES: 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. REHIRES: To reverifiy an I-9: Electronic I-9 completed previously: - Review previous electronic I-9 to determine if ID documents 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 updated original of the same document type(s), 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>: - Review previous paper I-9 attached to rehired employee's record in Workday under Worker Documents to determine if ID documents presented previously are still valid (unexpired). - Print copy of previous paper I-9 attached in Worker Documents. - Complete Section 3 on newest version of paper I-9. (If previous ID documents are expired, obtain original of updated version of same document type(s) presented previously.)
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		<i>to active status within the same department/unit (i.e. active to retired-active, professor to emeritus, student to non-student)</i> *Note: Non-paid hires who utilize benefits subsidized by Cornell must complete an I-9.	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 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> 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. Seasonal/Approved temporary break: Electronic I-9s generated in Workday may be canceled with a notation that the hire is a seasonal rehire, or rehire from approved short break. I-9s may be cancelled by dept Hire Initiators, with reason for cancel. <i>*Completed during Onboarding appointment for those who attend; or in Department for those who do not attend Onboarding.</i>



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IRPRA (Academic) <i>Due by 3rd day from start</i>	All academic new hires (including both <i>Paid</i> and <i>Non-paid</i>), <u>and</u> Graduate Assistantships must complete an IRPRA. 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.	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. 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.	Complete electronically in Workday via e-documents. 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 <u>paper IRPRA must be scanned and attached to the employee record via Worker Documents in Workday using <i>Hire w/o SSN</i> folder, and IRPRA form completion date entered in <i>Paper IRPRA Date</i> field.</u> <i>*Completed during Onboarding appointment for those who attend, if required.</i>



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NetID activation	Yes. All new hires are to activate their NetID	Yes, NetID must be reactivated, unless NetID is still active.	<u>PAID</u> HIRES/RE-HIRES: Activation code for paid hires/rehires is sent via preferred email. Final ID verification takes place via the I-9 process. NetID's will be automatically de-activated if I-9 completion date (electronic or paper) is absent in Workday beyond 14 days from start date. <u>NON-PAID</u> HIRES/RE-HIRES: Activation code is sent to hires/rehires via text-enabled phones. Rehires may reactivate their previous NetID with the new code. If hire/rehire does not have a text-enabled phone and a preferred (3rd party) email address they will not receive the code electronically; HR can generate copy of activation letter via link in Workday to NetID Activation Letter, and send to employee via US mail, or communicate by phone. PAID and NON-PAID: If NetID is still active, rehire can login with previous password, or request password reset via netid.cornell.edu. Contact CIT helpdesk for problems with reactivation/password reset. <i>*Completed during Onboarding appointment for those who attend, if not already completed previously.</i>



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Offer letter	Yes. Note: The offer letter must include all University required language including the Wage Theft Prevention Act language. If that language was not included then the hiring unit and new hire must complete a Wage Theft Prevention Act notice.	Yes Note: The offer letter must include all University required language including the Wage Theft Prevention Act language. If that language was not included then the hiring unit and new hire must complete a Wage Theft Prevention Act notice.	Scan and attach all offer letters to Workday Worker Documents in <i>Employment</i> folder. <i>*Completed within Department.</i>
Transportation Options	Yes	Yes	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. <i>*Completed during Onboarding appointment for those who attend.</i>
Union forms	Yes, for unionized positions.	Yes, for unionized positions.	New hires (UAW-only) attending onboarding appointments may complete union forms in onboarding. <i>*Completed during Onboarding appointment for those who attend.</i>
Vacation Usage (Staff)	All eligible hires.	Yes. All eligible rehires.	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.) <i>*Completed during Onboarding appointment for those who attend, if not already completed previously.</i>



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W-4	Yes	A new W-4 is required if the break in service is more than 60 days.	Complete via Workday/Pay /Update Tax Forms 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. <i>*Completed during Onboarding appointment for those who attend or in Department for those who do not attend Onboarding.</i>
Work Address	Yes, add in campus location in the Alternate Work Location section on/after start date.	Rehire should review, and update, if necessary, campus location in the Alternate Work Location section on/after start date.	Complete via Workday/Personal Information/Contact Information/Alternate Work Location. Note: This can only be updated on/after start date. <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>
Working papers/Job description (Minors)	Yes	Yes	Must be obtained prior to appointment in all cases. 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. Working papers must be returned to the minor employee upon termination of employment.