Quote of the Month:

WHEN YOU CAN’T FIND THE SUNSHINE, BE THE SUNSHINE.
MAXIMIZE YOUR CAREER POTENTIAL

Things for You to Know!

Inclement Weather
For the most up-to-date information regarding Cornell’s operating status, please visit: https://emergency.cornell.edu or Campus Alerts. If you haven’t already done so, please visit emergency mass notifications to sign up for CornellALERT.

W2’s are Headed Your Way!
The 2017 W-2 process has been completed, and W-2s have been sent for printing. If you did not opt out of receiving a paper copy of your W-2, it will be mailed to the address that you have provided in Workday. W-2s were mailed the week of January 22.

If you have not received your paper copy, please contact HR/Payroll Support at 255-8828 or hrpayrollsupport@cornell.edu. The 2017 W-2s became available in Workday on January 16, 2018. To access your W-2 in Workday, please follow the steps below:

1. Select the “Pay” icon
2. View “My Tax Documents”

With this feature, you can print your 2017 W-2 to file with your tax forms. If, at any time, you need an additional copy reprinted, follow these same steps. If you have any questions, please feel free to contact HR/Payroll Support at 255-8828 or hrpayrollsupport@cornell.edu.

Important IRS Information Regarding New Federal Tax Law
Payroll has received the new 2018 Federal income tax withholding tables, which reflect the tax changes passed by the US Congress. The new tables will be used beginning with the following payrolls:

- Semi-monthly, January 31, 2018
- Bi-weekly, February 8, 2018
The IRS stresses that the current W-4 Forms (“Withholding Allowance”) in place will work with the new 2018 tax tables, and that employees do not have to do anything at this time. The IRS is working to update its withholding calculator tool by the end of February and to revise Form W-4, and encourages all taxpayers to check their withholding in response to the new tax tables, once the new withholding calculator tool is available.

**Workday Time Tracking is here!**

As you already know, effective January 4, 2018, all hourly staff, students and their managers began using Time Tracking. The transition is complete at this point, however, if you are in need of help with Time Tracking, we are available to help you with questions, including:

- Entering or Approving Time Worked
- Entering Time Off
- HR/Payroll-related policies and procedures
- Paycheck issues

Additional online resources, including job aids, and tutorials can be found [here](#) on the Workday website.

Should you need to get in touch with Workday HR contacts and/or your UBSC Workday Pay Reps, please click [here](#).

Please feel free to contact us by either phone or email.

JoAnne Conrad, jmc296/5-0644
Denise Liddington, der9/5-3545
Joleen Padbury, jjr244/5-8759
Kim Tilton, kmt1/5-8760

**Inclusive Excellence Academy Workshops**

**February 7th:**

**Establishing a Culture of Belonging with Young Children**

11:00 – 1:00 p.m., G10 Biotech

Dr. Nia Nunn, Assistant Professor, Ithaca College Department of Education
Cornell F. Woodson, Diversity and Inclusion Programs Lead

Most of what we learn about the world, ourselves, and others is taught to us from the moment we are born. At a young age, we receive many messages that impact how we see ourselves and our relationships with people who hold identities different from our own. This workshop will help participants understand ways to engage young children in conversations about diversity and model inclusiveness.


**February 16th:**

**#MeToo to #IHave: What Does Sexual Harassment Look Like in the Workplace?**

11:00 – 1:00. G10 Biotech

Laura Weiss, Associate Dean of Students & Dir. of the Women’s Resource Center

In recent months, the national conversation has been centered on issues of sexual harassment and assault. The stories shared through social media using #MeToo and #IHave have provided organizations an opportunity to
reflect on the impact of sexual harassment in the workplace. During this staff forum, we will engage in dialogue about our role in creating a safe work environment for all by unpacking the hashtag campaigns #MeToo and #IHave, talk about how Cornell staff members are impacted by the national conversation, and explore what we can do to foster a respectful and inclusive community for all.


**February 28th:**

**Ally Development: Moving from Awareness to Action**

9:00 – 11:00 a.m., G10 Biotech

Cornell F. Woodson, Diversity and Inclusion Programs Lead

Many of us want to help make the world a better place. What prevents us from acting on this is our lack of knowledge about what we can do as individuals to make our workplaces and communities more inclusive. This workshop will provide everyday examples of what allyship looks like in action.


**Our People**

**Welcome to**

Christopher Dean – Plumber  
Michael Corliss – Plumber  
Phillip Wood – Plumber  
Margaret Carney – University Architect  
Patrick Breen – Plumber  
Justin Newhouse – Accounts Rep V  
Chris Soule – Plumber  
Brandon Oplinger – Plumber  
Daniel Jones – Plumber  
Todd Searles – Plumber  
Patrick Ockenfels – Facilities Designer II

**Congratulations/Employees on the Move**

Michelle Clark – became a Custodial Manager  
Dustin Sutherland became Manager of Projects

**Rotational Assignments**

Tiasha Craft is in a rotational assignment, in CVM Facilities Administration, as the Material Handler S07  
Peter Alexander completed a rotational assignment, in SCL Building Care, as a Custodial Manager

**Farewell to**

Erin Root – Program Assistant II  
Debby Kelly, Custodian S02, has retired from the University

**Cornell Job Opportunities**

To find all open positions please visit your Workday home page, click the “Career” worklet, and select “Find Jobs-Staff, Union, Librarian, and Temporary” from the menu.
Applying for Positions:

Cornell Employees must apply through the Internal Cornell Career site (through Workday). When applying for a position, you must set up your Professional Profile before applying. Please note: Temporary employees with a Cornell netID must apply for positions as internal candidates (through Workday), when a position has been posted externally.

Also, please remember to attach your application materials (Resume/Cover Letter/CV) in either Microsoft Word or PDF format. In the Experience section of your application, use the Paperclip icon to search for file(s) or use the ‘Drop Files Here’ box to manually drag document(s) into your application. For a more detailed description and instructions on how to create your Professional Profile and how to apply online, Click here!

Contract temps such as Staffings, are not considered internal applicants and must apply for positions via the Cornell Careers website.

IPP’s Reward and Recognition Committee News!

Don’t forget to recognize a colleague TODAY!

IPP R&R Committee: Dan Schied, Donna-Marie Parker, Erik Eshelman, Jean Curran, Julie Parsons, Kristin Gutenberger, Sue Kern Wilkins, Vicki Davis, Laurrie Coffin, Michele Johnson and Steve Devlen.
Announcements

Winter Employee Celebration Feb. 17
Tickets on sale now! Community dinner, athletic events, family fun!
Event schedule and complete details.

A Capella Cares
Hear all of Cornell's A Capella groups in one amazing concert - and support the Cornell Emergency CARE Fund. Sat., Feb. 24, 6:00 pm, Call Auditorium, Kennedy Hall.
More info

Win a Weekend in NYC!
Or win a sweet staycation in Ithaca! Just make an easy online donation to the Cornell Emergency CARE Fund before March 6 to enter the drawing. Contest details and donation form.
Campus

- **Flu Info:** It's that time of year - help spread the word about flu prevention and support with these [downloadable posters](#).

- **Take the Transportation/Parking Poll:** Make your voice heard! Participate in the Employee Assembly poll by February 9th!

Community

- **Soup & Hope:** Laura Lewis, Thursday, February 1, 12:00 - 1:00 pm, Sage Chapel. **SERIES CONTINUES THROUGH MARCH!** [Schedule and details](#).

Diversity

- **Staff Forum - #MeToo to #IHave: What Does Sexual Harassment Look Like in the Workplace?** February 16, 11:00am-1:00pm, G10 Biotech.

- **Unpacking Mental Health in the Workplace:** March 21, 10:00am-12:00 pm, G10 Biotech.

Sustainability

- **Staff Sustainability Champions Program:** learn more about this exciting new initiative to recognize the unsung champions who make Cornell a sustainable campus and community. Nominate a champion today!

Volunteer

- **Employee Celebration, Saturday, February 17:** Help with set up, serving or clean-up to receive a t-shirt and complimentary meal/game ticket for the day’s events. Contact empcelebration@cornell.edu
Work/Life

- Resources to help you manage stress, parenting, caring for elders, and navigating the balance of work and life. [More info]

- [Finding Joy in Caregiving: February 22](#), 12:00-1:00 pm, 321 Weill Hall. No registration necessary.

- [Preparing for Baby Series: March 9 - May 4](#), Fridays 4:30-6:30pm, 140 EHOB. [Details and registration](#).

- Here’s the link and poster for the upcoming Wellness Rock Climbing class. It’s a great way to exercise and de-stress at lunch, as well as connect with employees that you otherwise may never have opportunity to. [Click Here for Spring Rock Climbing](#).

See all HR Work/Life Events

[Family Helper List](#)
Cornell Wellness

- Provides staff, faculty, retirees, and their spouses/partners with support for fitness, nutrition, and wellbeing. [Visit website]

- **Take it easy with a tasty one-pot meal!** Try one of these healthy, time-saving dishes: One Pot Indian Dinner ([video](#) and [recipe](#)) or One Pot Mexican Dinner ([video](#) and [recipe](#))

*Sign up for Wellness Newsletter*

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Benefits

*Make the most of support for your family’s health and wealth*

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Finances

**Federal Tax Reform and Your Paycheck:** Cornell Payroll announced that new changes to federal withholding amounts will be reflected in the January 31 (semimonthly) and February 8 (biweekly) paychecks. [More info](#).

**TIAA Webinar: Tax Reform, February 21 at 12 p.m.** For the first time in over 30 years, there has been a tax overhaul and the new provisions may impact you in many ways. This webinar will break down the new tax plan and help you understand how it may affect your financial and estate planning. [Schedule online](#).

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Career

*Training and tools to further your career*

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Free Online Learning

Cornell offers a variety of [free online learning](#) opportunities that include training videos, courses, books, and certifications through [Lynda.com](#) and [Skillsoft](#).
Check out this week’s featured topics:

- **Office 365 Training** with Lynda.com
- **Diversity in the workplace** with Skillsoft

**IT Training**
Receive IT training announcements by sending an email with the subject "join." See the complete list of technical training resources

**Featured:**
- **Web Accessibility for Content Contributors** Feb. 22; No Fee
- **OBIEE 12c Analytics** Feb. 28 – Mar. 2; $1530 (price to reduce as enrollment rises)
- **Excel 2016 Charts, Pivot Tables, Formulas & Functions** Mar. 7; $105
- **Adobe Illustrator CC Level 1** Mar. 22; $225
- **Drupal 8 Introduction** Mar. 29; $225

**Professional Development**

**Featured:**
- **New Supervisor Orientation Certificate Program:** Feb 14 - Mar 1, and Mar 22 - Apr 26. $300

**Administrative Academy**
- **Management Academy**
- **Leadership Academy**
- **Franklin Covey Courses**

**Cornell Careers**

- **Browse internal job openings**
- **Working@Cornell Facebook**
- **Cornell LinkedIn**
- **Subscribe to Careers newsletter**

*Learn more* about our workforce mission, vision, core values and priorities.

Browse "Job Skills and Professional Development" courses on [CULearn](https://www.culearn.cornell.edu). Be informed about upcoming professional development courses by sending an email with the subject "join."

Learn more about [Professional Development](https://professionaldevelopment.cornell.edu) at Cornell.