Quote of the Day:

The morning had dawned clear and cold, with a crispness that hinted at the end of summer.
George R R Martin

Things for You to Know!

Vacation Maximum Balances

Please remember to check your vacation balances to ensure that you will not exceed the maximum on October 15 (as noted in Policy 6.9 Vacation or as noted in the appropriate union contract for bargaining unit staff). If you anticipate that you will be over you maximum accrual by October 15, please work with your supervisor to plan use of your time so that you do not lose it.

Cornell Takes a Stand Against Domestic Violence

Thursday, October 19th:

- Wear purple
- Visit an Awareness Table - locations
- Attend the Community Gathering - 11:30 a.m. to 1:00 p.m. - Willard Straight Hall Memorial Room

https://hr.cornell.edu/DV
Planning for Religious Holidays, Observances and Accommodations

Cornell faculty and staff represent a variety of religious backgrounds and faiths, including those who subscribe to no religion or are non-observant. There are many widely observed religious holidays (some of which may be more familiar to you than others). To create and maintain an inclusive and respectful workplace for all employees regardless of religious belief or non-belief, we ask that faculty and staff keep the following guidelines and best practices in mind:

- Use an inclusive approach if/when celebrating events and holidays.
- Plan important work-related events, meetings, programs, meals, and travel for days other than observed religious holidays.
- Avoid or modify work-related banquets and other meal events during fasting times (e.g., Ramadan, Yom Kippur, Lent).
- When decorating, follow all guidelines that limit displays based on maintenance and safety requirements unique to any area.
- Allow flexible schedules to accommodate religious observances.
- Allow staff the use of available time away leave (e.g., vacation, unpaid, or health and personal leave) to accommodate religious observances.
- Consult the religious accommodation process to resolve conflict between an employee’s request for religious observance, e.g., head covering or facial jewelry, and the business needs of the department.

For more information on religious accommodations in the workplace, please contact the Office of Workforce Policy and Labor Relations at 254-7232 or equalopportunity@cornell.edu.

Protect Your Personal Data: Opt Out of Receiving Your W-2 in the Mail

You can opt to receive your year-end W-2 form electronically. By opting out of hard copy delivery, you will be able to print a pdf version as soon as it’s available and as many times as needed. Electronic access eliminates the risk of a stolen or lost W-2, reduces the risk of identity theft, saves postage, reduces environmental impact, and allows you early and instant access.

To suppress the printing of your W-2 and opt in for an electronic copy of your W-2:

2. On the Workday home page, click the Pay icon.

Note: The election to opt in to receive an electronic W-2 will remain in effect until changed. The deadline to opt in to receive an electronic copy of your 2017 W-2 is January 12, 2018.

Vacation Maximum Balances

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Workday To Replace Kronos on January 4, 2018!

The new Workday Time Tracking (WDTT) time and attendance system is part of the larger Workday system that manages a variety of employee information, such as benefit elections, pay slips, tax information, exempt employees’ time off and internal job postings. The WDTT system has a familiar look and feel that aligns with the Workday views employees see during onboarding, performance reviews and benefits open enrollment.

**Improved features for hourly employees include:**
- The ability to request time off in the future and to project time off balances
- One timecard for all positions held on campus
- A one-stop shop for all of your personal data, benefits and time-and-attendance information.

**Additional benefits for managers include:**
- One system for your entire team, including a monthly calendar view of all requested and approved time off
- The ability to approve multiple time off requests all at once
- Notifications for unapproved time entries
- The ability to assign a back-up designee to approve time cards and time off requests.

Tutorials for employees and supervisors will be available on the [Workday Time Tracking website](#) prior to launch, as well as project rollout updates and FAQs.

**FranklinCovey’s The 7 Habits of Highly Effective People**
Wednesday, November 6 – Friday, November 8 (3 days) 8:30 am – 4:30 pm, ILR Conference Center Complex: $550

Developed with an intense focus on helping participants internalize and sustain 20 behaviors that will change the way your teams work together. More relevant than ever, this new program contains the timeless principles you love with new tools, activities, and videos. Based on the proven principles found in Dr. Stephen R. Covey's best-selling business book, The 7 Habits of Highly Effective People® Signature Edition 4.0 is training that helps your organization achieve sustained superior results by focusing on making individuals and leaders more effective. Participants gain hands-on experience, applying timeless principles that yield greater productivity, improved communication, strengthened relationships, increased influence, and laser-like focus on critical priorities.

For more detailed information, the 3-day agenda and to see what colleagues are saying about this course, click [here](#).

**Welcome to:**

Brenda Frank – Manager, Facilities Contracts
William Meade – S012 Lead Mech. Vehicle
Arthur Hogan – Motor Coach Operator

**Congratulations/Employees on the Move:**

Chris Davenport – Manager of Projects I
Mindy Reeves – Delivery Driver S06
Shane Dunn – Roof Asset Program Manager (Mngr. Facilities I)
Rory Brown – S11 Shift Mechanic
Brian Tierney – Emergency Light/Fire Extinguisher Inspector (S03 Main. Mechanic)
Randall Herko – Senior Architect
Dan Klinger – Systems Administrator IV

**Farewell to:**

Tom King – Director of Construction Management
Chris Robinson – Transportation Service Rep 2
Edgar Hayes – S02 Custodian
Current Open IPP Positions – If Interested, Please Apply Online as Soon As Possible:

WDR-00012492 S011 Back-Up Shift Mechanic – job posting closes on 10/13/2017
WDR-00012507 Transportation Service Rep 2 – job posting closes on 10/10/2017
WDR-00012593 Maintenance Planner (2 positions) – job posting closes on 10/25/2017
Upcoming job posting: Painter Apprentice

To find one of the above positions in Workday, from your Workday home page, click the “Career” worklet, and select “Find Jobs-Staff, Union, Librarian, and Temporary” from the menu. In the search box on the left side of the screen (directly under “Filter By”), enter the job number (for example, WDR-00009515). Then hit the magnifying glass!

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, please visit the following website for internal candidate information: https://apps.hr.cornell.edu/workdayCommunications/Recruitment%20job%20aids/applying_for_a_job_internal.pdf

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

IPP’s Reward and Recognition Committee News!

Watch for more information on the upcoming Employee of the Quarter Celebration, to be held on July 27th!!

Do not forget to recognize a colleague today!

IPP R&R Committee: Dan Schied, Donna-Marie Parker, Dustin Darnell, Erik Eshelman, Jean Curran, Julie Parsons, Kristin Gutenberger, Sue Kern Wilkins, Vicki Davis, Laurrie Caffin, Michele Johnson and Steve Devlen.
Career/Life Digest
Programming that benefits you at home and at work

Announcements

United Way Campaign Kickoff
Read President Martha Pollack's message to the Cornell community about Cornell's commitment to the United Way. Highlights from the official kickoff can be found here. Online giving begins tomorrow, September 26!

Connections

Campus Events

President's Address to Staff: October 10, 12:15 - 1:15 pm, Klarman Hall, Rhodes-Rawlings Auditorium. Submit questions for President Pollack; view livestream.

Professional Clothing Giveaway for Staff & Faculty: Drop off gently worn clothing and accessories October 15 & 16; giveaway Thursday, October 19, 11:00 am - 2:00 pm, 700 Clark Hall.
Details:crm54@cornell.edu

Community Events
Cornell Cooperative Extension Programs: 4-H clubs for youth, as well as workshops in permaculture, consumer rights, divorced parents, and more.
Talking About Death Won't Kill You: Saturday, October 28, 2:00-4:00 pm, The Space@Greenstar, 700 W. Buffalo St., Ithaca. Practical know-how needed to plan well for the end of life.

Sustainability

Reuse Trail Treasure Hunt: Have fun, win prizes, and support sustainability during the month of October!

Sustainability Recipe #4 - Recycling: An at-a-glance guide to recycling in Tompkins County!

Wellbeing

Work/Life
Resources to help you manage stress, parenting, caring for elders, and navigating the balance of work and life. More info

Featured:

- The College Application Process: October 3, 12 - 1:15 pm. Register
- It's All About the Money: October 24, 12 - 1:15 pm. Register

Preparing for Baby Series: September 15 - October 20. More information

Caregiver Support & Education Network Meetings

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

Featured:

Eating For Your Best Self: 6-Week Nutrition/Weight Loss Group
- Thursdays, Oct 5-Nov 9, 12-1 PM. Offered via ZOOM – all online (there are no in-person meetings). Full details and registration

Cornell Dial-A-Meditation: Feeling stressed at work? Take a quick break and call (607) 254-CALM to experience stress relief and relaxation during your day. New recordings just added!

Sign up for Wellness Newsletter

Benefits

Finances

National Retirement Security Week is October 16-20! To get started, answer TIAA’s quiz question at TIAA.org/nrsw2017 and see what you can do to create your personal success story.

The Starting Line – retirement savings tools and information from TIAA you can use right now: October 17, 2017. Register

Pre-Retirement Planning Workshops (no registration is required):
Endowed Employees: October 24, 2017, Noon – 1:30 pm, G10 Biotechnology Building
Contract College Employees: October 31, 2017, Noon – 1:30 pm, G01 (Racker Room) Biotechnology Building
Education

Undergraduate Employee Degree Program (EDP): October 24, 2 – 3 p.m., 140 EHOB. Register: ajl63@cornell.edu

Cornell Children’s Tuition Scholarship (CCTS) Program: October 25, 9:30 – 11 a.m., 140 EHOB. Register: ajl63@cornell.edu

Tuition Aid and Part-time Study: October 26, 10 – 11 a.m., 140 EHOB. No registration required.

SUNY Empire State College Open House on Tuesday, September 26, 5:30 - 7:30 pm, 118 N. Tioga St. – 5th floor, M&T Bank Building. RSVP: Carolyn.Headlam@esc.edu

Career

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:
- Effective publicity with Lynda.com
- The healthcare industry and how it impacts you with Skillsoft
IT Training

Receive IT training announcements by sending an email with the subject "join."

*Featured:*

**CISER - NVivo, GitHub, Stata, & Atlas.Ti - Several courses** Various dates; No Fee
**Remedy Training - 6 courses available** Various dates; No Fee

*See the complete list of technical training resources*

Professional Development

*Featured:*

**5 CHOICES TO EXTRAORDINARY PRODUCTIVITY** (Franklin Covey): October 23-24, 8:30am - 4:30 pm; $425
**7 HABITS OF HIGHLY EFFECTIVE PEOPLE** (Franklin Covey): November 6, 13, 20, 8:30am - 4:30 pm; $550

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

Browse "Job Skills and Professional Development" courses on CULearn.

Receive professional development announcements by sending an email with the subject "join."

Learn more about Professional Development at Cornell.
Cornell Careers
Browse internal job openings
Working at Cornell Facebook
Cornell LinkedIn
Subscribe to Careers newsletter
Learn more about our workforce mission, vision, core values and priorities.

Career/Life Tip:

Health Crisis Resources: It's difficult to know where to begin when you or a loved one experiences a health crisis, such as a cancer diagnosis or debilitating injury. What kind of care will your benefits cover? How will you arrange time away from work? How will you get around campus if you have a mobility issue? HR has assembled a resources page to help you navigate benefits and support available at Cornell and in the community. See Navigating Health Challenges.