Requirements, Responsibilities, and Rights

INDIVIDUALS WHO ARE ELIGIBLE TO WORK AS A STUDENT EMPLOYEES -- ARE REGISTERED FULL-TIME, ARE IN GOOD STANDING AT CORNELL UNIVERSITY, AND ARE ATTENDING CLASSES.

INDIVIDUALS WHO ARE NOT ELIGIBLE TO WORK AS STUDENT EMPLOYEES -- HAVE GRADUATED, HAVE WITHDRAWN, ARE ON A UNIVERSITY OR MEDICAL LEAVE OF ABSENCE, HAVE BURSAR HOLD, DEAN'S HOLD, JUDICIAL ADVISOR HOLD, OR MEDICAL HOLD, OR ARE REGISTERED PART TIME. WHEN YOUR STATUS AS A STUDENT AT CORNELL CHANGES, ALL ACTIVE JOBS ARE TERMINATED OR PUT ON A LEAVE OF ABSENCE.

As a Student Employee at Cornell You are Required to...

- Be registered full-time*, actively attending classes, and in good standing at the university
- Provide documentation that proves your identity and eligibility to work in the United States.
- Federal regulations require employers to hire only persons who may legally work in the U.S.: citizens and nationals of the U.S., and aliens authorized to work. To comply with this law, you must complete an I-9 Employment Eligibility Verification form within 3 business days of being hired. Most Cornell departments require a completed I-9 before you are allowed to start working.
- You may not work until you've completed the I-9 form and been appointed to payroll; if you aren't appointed to payroll, there is no official record of your employment and you may not be covered by Workers’ Compensation if injured while working.
- Foreign national students with F1 visas should complete their I-9 forms with their hiring supervisor or pay representative. Foreign national students holding visas other than F1 must complete their I-9 forms at the International Students and Scholars Office in B50 Caldwell Hall.
- Individuals who have graduated, have withdrawn, are on a university or medical leave of absence, have Bursar hold, Dean's hold, Judicial Advisor hold, or Medical hold, or are registered part time are not eligible to work as student employees.

Your Responsibilities as a Student Employee Include...

- Reporting to work on time and completing your scheduled shift.
- Working your full schedule as agreed upon when hired: this may include working the days surrounding or during: study and exam weeks; fall and spring breaks; and university holidays/vacations.
- Asking permission from your supervisor, in a timely manner, for planned or unexpected absences. (Tardiness, unexcused, or excessive absences are grounds for disciplinary action or dismissal from the job.)
• Following department rules concerning appropriate dress, use of office equipment and supplies, use of phones and computers, etc.
• Completing job duties as assigned and requested, and not conducting personal business (homework, email, phone calls, web use, etc.) unless first approved by your supervisor.
• Completing your timecard (electronic or paper) on a daily** basis.
• Signing your timecard, and getting your supervisor's signature, prior to the bi-weekly payroll deadline.
• Picking up your paycheck/advises bi-weekly. Better yet, signing up for Direct Deposit! (Your check is returned to Payroll if not picked up within one pay period.)
• Treating your co-workers and supervisors with respect and consideration.

**Adherence to University payroll deadlines and procedures is imperative towards obtaining a paycheck. Don't bank your hours…if you fail to submit your hours on a bi-weekly basis, you will find it very difficult to get paid at the last minute as you prepare to leave campus for semester breaks or holidays.

Student Employees at Cornell Have the Right to...

• Be appointed to the payroll in a timely manner once all paperwork is completed and submitted to the appropriate areas.
• Be paid bi-weekly, providing you completed and submitted your timecard prior to the payroll deadline.
• Receive a copy of the generic job description for your position.
• Receive a copy of departmental and supervisor expectations.
• A written work schedule that includes requirements (if any) for working during breaks, vacations, holidays, and exam/study weeks.
• Be informed about your work performance verbally and in writing.
• An explanation if you are terminated.
• Utilize staff in Student Employment Services and the Ombudsman's Office for assistance with resolving work related problems.
• Training and information about job-related health and safety issues.
• Use your Cornell jobs as references for future employment, and with credit institutions.
• Be treated fairly and equitably by your supervisor(s).

Questions about Student Employment Policies should be directed to your supervisor, or to Student Employment staff in 203 Day Hall, Cornell University, (607) 255-9051.

Finally, keep in mind that Cornell University is an "at will" employer and as such, has the right to terminate any employee with or without cause at any time; this includes student employees as well as staff.

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