

## Miscellaneous

*Car Use Allowance.* University departments may reimburse employees for use of their personal vehicles while performing university business. Employees should contact their business service center for specific information.

*Diners Club.* The university has an agreement with Citicorp Diners Club under which Corporate Cards are issued to all eligible employees for charging expenses incurred in connection with university business. Questions regarding either the agreement or the cards themselves should be directed to their business service center.

*Direct Deposit of Salary.* Direct deposit eliminates the need to cash paychecks, especially when there is bad weather or vacation. A number of financial institutions accept automatic direct deposit of the salary check of Cornell employees. Employees are not limited to a single bank or banks in the Ithaca area. All employees, including student employees are encouraged to participate. Direct-deposit authorization forms are available from the Payroll Services or at <http://www.dfa.cornell.edu/payrollservices/>. There are additional benefits for direct deposit customers, depending on the financial institution such as no minimum balance requirements, reduced VISA fees, and waived checking account fees. Employees are urged to contact their bank directly to determine what specific benefits are available.

*Employee Assistance Program (EAP).* The Employee Assistance Program (EAP) is a confidential counseling service available to all Cornell employees and their family members. The Cornell EAP is an assessment and referral service, whose goal is to help employees and their families find help for work-related concerns, family issues and other stressful problems that affect the workplace.

Family Counseling Service of the Finger Lakes, Inc. runs an EAP program for Geneva-based employees.

*Unemployment Insurance.* Employees who become unemployed through no fault of their own, and are both able to work and available but are unsuccessful in finding employment, may be eligible to receive a weekly benefit.

Employees may not, however, be considered eligible to receive unemployment benefits in between academic years or terms if they have reasonable assurance of employment for which they will earn the same or a greater amount in the following academic year or term with Cornell or another academic institution. Faculty members are not eligible to receive unemployment benefits while on sabbatic leave. (Office of Human Resources)