



Corning Summer Internship Frequently Asked Questions 2025

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Key Dates (All Locations)

2025 Summer Internship Key Dates: Intern Class

April/May	April 23 2pm EST Virtual Intern Office Hours (1 of 2)	May 9 2pm EST Virtual Intern Office Hours (2 of 2)	May 28 Day 1: Summer Internship Begins	May 29 Day 2: 1-3PM EST Orientation Livestream/in-person
	May 30 Day 3: 1PM EST Virtual Intern Security: Managing Ours & Your Info			
June	June 5 1PM EST Virtual Getting to Know: Office 365 / TEAMS	June (Thursdays) 12, 19, 26 1-2pm EST Virtual Thursday Tech Talks	June 27 10-12 & 1-3p EST Virtual Career Fair for all interns	June/July Volunteer Week See your local site for more info & dates/time.
July/August	July 9 Chairman's Event In-person Corning & Live Stream, 2-4PM EST	July (Thursdays) 2, 10, 17, 24 1-2PM EST Virtual Weekly Speaker Series	July 16 School Spirit Day Wear your school colors!	July 24 - 31 Final Presentations + Intern & Manager Evaluations Due
	July 31 National Intern Day Local Recognition	Aug 1 Internship End Date		

Summer Internship Contacts

- Early Career Team for all questions: internship@corning.com / Please include your work location in all emails.
- **Supervisor:** Your supervisor is the person you'll report to directly during your internship program. They will provide guidance, mentorship, and support throughout your summer experience. They will also assign you a project to work on and play a crucial role in helping you achieve success during your internship.
- **HR (Human Resources) Manager:** The role of an HR Manager to an intern involves overseeing the intern's overall experience, ensuring they are provided with the necessary resources, addressing any concerns or issues, and facilitating your integration into our culture.
- **Early Career Program Manager ([Emily Glennon](#)):** Emily's role is to ensure that you have smooth onboarding experience and manage the program effectively. The goal is to familiarize you with the experience of a full-time position and to provide insight into entry-level role opportunities (through virtual learnings, work experiences, virtual career fairs, etc)
- **Early Career Recruitment Coordinator ([Destiny Tecalco](#)):** Destiny will be assisting in the administrative aspects of our recruitment process over the next few months. You may hear from her regarding pre-employment requirements and other information that is required to start at Corning.

Preparing for your First Week

How do I complete my I-9

- Your I-9 will be done electronically and virtually in 2 parts. Part 1 will be done electronically with instructions from your HR Coordinator. Part 2 will be a virtual video call to review your documents.

How will I know if I have cleared background and drug pre-employment?

- You will receive an email from the Corning Coordination team stating you have cleared.
- You will receive e-mail requesting you to begin your I-9 once cleared.

What documents do I need to bring?

- Original forms of ID (drivers' license and/or passport) are required to complete the I-9 and your badge.

What should I wear?

- **Corning HQ/Charlotte HQ:** Our business casual dress code encourages a polished and fashionable appearance suitable for the workplace. This includes wearing skirts, dresses, or well-fitted trousers paired with a blouse or collared shirt. Adding a blazer or cardigan can enhance your overall look. We recommend opting for neutral or muted colors, but feel free to incorporate a pop of color or pattern to showcase your personal style. Choose closed-toe shoes such as flats or other professional footwear, and classic dress shoes (*refer to specific shoe requirements below). Remember, it's better to lean towards a more dressed-up attire rather than being too casual. Your outfit should reflect professionalism while ensuring you feel comfortable and confident throughout the day.
- **Plant:** All plants require a full coverage shoe (i.e. a ballet flat would not meet the requirements). Your role within the plant may require you to wear steel-toe shoes. We will provide the shoes to you after starting your internship. Please inquire with your supervisor prior to starting about the requirements.

What will my first week look like?

- We have planned for your first week to include topics that will help you get to know each other, Corning, and the expectations of the Summer Internship Program. In addition, you will hear from our IT teams and Compliance teams to make sure you are set up for success.

Onboarding and Administrative

- During your first week we will demonstrate how to enter your timecards, access your pay, set up your Talent Profile and complete your formal onboarding.
- Using our technology (TrueBlue) you will be asked to complete virtual training for compliance and onboarding. Please prioritize these training courses to be completed by the end of your second week.
- Additional information and step by step guides can be found [here](#).

Locations with cafés onsite

- Many of our locations offer onsite café's and take Apple Pay and/or credit card. You will pay for your meals. The locations with café's are: Corning HQ, Charlotte HQ, Concord, Hickory, Wilmington, Canton, Erwin, Harrodsburg, Sullivan Park, Kennebunk, Corning Manufacturing Support (CMS), Diesel Plant, Durham, and Integrated Die Manufacturing (IDM).
- You are welcome to bring/pack your meals daily.

Social Media Use

Can I post about starting an internship at Corning on social media?

- We encourage you to announce on LinkedIn that you have joined Corning! Click [here](#) to access the picture and text suggestions.

Can I tag Corning on social media?

- Corning does have a social media policy that we will ask that you review and follow during your time at Corning. The full policy may be found [here](#) upon start. (Corning email address required).

Corning Valley Additional Internship Details

Key Dates (additional details will be sent via email)

- May 28- First day of internship- be prepared to travel to our Corning HQ office.
- May 28- Afternoon event- this activity will take place during normal business hours, ending around 5pm.
- May 29- Second day of internship- you can join the afternoon at Corning HQ office or virtually from your work location.
- May 30- Arrive at your assigned internship location for the day, meet with your supervisor.

**** Corning Valley Interns will follow all other Summer Internship Programming****

Housing Information

Where can I find additional details about housing in Corning, NY?

- Both CCC (Corning Community College) and the Staybridge Inn, located in Corning, NY both have a block of rooms held for summer interns wishing to reserve a room. This will be your responsibility to reach out directly to make arrangements and they will be a first come first serve basis.
- Please review the following links Live On-Campus (corning-cc.edu), [Locations & Directions \(corning-cc.edu\)](#) and [What to Bring/What to Leave at Home](#)

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How do I get set up my summer housing accommodations at Corning CC?

- If you choose to stay at CCC during your summer internship, please email; foundation@corning-cc.edu to book your reservation.
- Corning Community College will be sending you a welcome email prior to your arrival in regards to your housing set-up. You may also review the [Visiting Resident Expectations](#).

When can I arrive at Corning Community College?

- The college will communicate with you directly if you have booked your summer stay on CCC campus.

Travel and Transportation

If I am flying into Corning, how can I get to/from my housing if I do not have a car?

- You will coordinate your transportation. Information from Elmira-Corning (ELM) Airport provides resources: [Ground Transportation | Chemung County, NY \(chemungcountyny.gov\)](#)

I don't have a car; how will I get to work?

- We highly recommend having a car for the summer. Corning has limited public transportation options so we recommend connecting with your incoming class on ridesharing options.
- Corning area C-Tran offers pickup and drop off options from CCC to downtown Corning for those staying on the CCC campus. Bus schedule as follows;

Pickup at CCC → Drop at Corning Transit (Dennison Pkwy)

7:15am -> 7:25am

7:30am -> 7:40am

7:45am -> 8:55am

Pickup Corning Transit → Drop at CCC

4:45p -> 5pm

Charlotte Area Additional Internship Details

Key Dates (additional details will be sent via email)

- May 28- First day of internship- be prepared to travel to our Charlotte HQ office.
- May 28- Afternoon event- 3-5pm in Charlotte area
- May 29- Second day of internship- arrive at your assigned internship location, afternoon virtual meeting.
- May 30- Arrive at your assigned internship location to meet with your supervisor.

**** Charlotte Area Interns will follow all other Summer Internship Programming****

Housing information

- Corning does not provide housing for Charlotte area internships. If you require housing, we provide a self-service guide to book (and coordinate with other interns) The University of North Carolina- Charlotte also offers housing on campus. Click [here](#) for additional details.

Transportation

- While there is public transportation in the Charlotte Metro area, we recommend that you have a car to get to and from your internship. If you do not have access to transportation and need to carpool with another intern, please let us know, so that we can connect you.

Travel, Housing and Transportation

Travel

When should I book my travel to start my internship?

- We request that you do not book any non-refundable travel until you have cleared pre-employment.

How do I get reimbursed for travel?

- Corning will be providing you with a one-time sign-on bonus to be used towards your summer internship needs. Any cost incurred above and beyond this amount is your responsibility.

Can I expense travel if I go to another Corning location during my internship?

- Yes, please follow our expense reimbursement process using Concur to log any business travel.

Housing

When will I receive my housing stipend?

- Your housing stipend will be paid to you in your first or second paycheck with Corning. Your sign-on will have applicable taxes removed. Please note that most housing accommodations require a deposit to hold your room, which you must provide at your own expense.

Does Corning provide housing recommendations?

- Corning has arranged a block of rooms at most of the internship locations to be held as a summer intern housing option. However, interns are responsible for arranging their own accommodations and should work directly with the campus to make arrangements.

Payroll/Time Off

How do I request time off?

- You will not accrue any paid time off during your summer internship. If you need a day off, please work with your direct supervisor to take unpaid time off. If you already have pre-planned time off that you are aware of, please notify your supervisor prior to start.

Are there any company holidays?

- For the summer internship, Friday, July 4th is considered a Corning holiday, and interns will be off.

What are my working hours?

- Traditional business hours are 8-5pm with a 1-hour lunch break.
- Your supervisor will meet with you during your first week to review your work schedule as some interns may support evening or night shifts.

When and how do I enter my timecard?

- You will enter your time weekly using our technology UKG (Kronos). See [here](#) for more details. For additional questions, please work with your Human Resources Data Steward.

Do I accrue time off?

- Interns do not accrue time off during the summer program.

When will I receive my first paycheck?

- Corning pays its employees biweekly on Thursday for the previous two full weeks. You will be paid according to your start date and the payroll calendar.

How often am I paid?

- Corning pays its employees biweekly on Thursday for the previous two full weeks. Occasionally, payday may be moved to accommodate a corporate holiday. (June 5, June 19, July 3, July 17, July 31, Aug 14).

How can I access my paystub?

- You will access your paystub using the TrueBlue "Manage Pay" tile. In your first week you will set up your direct deposit and then be able to access pay after your first check has been deposited. See [here](#) for more details.

How do I set up my direct deposit?

- Employees may choose to sign up for direct deposit or change their direct deposit elections. See [here](#) for more details.

How will I get my W2?

- Upon starting, you will enter in your withholding information for tax purposes. See [here](#) for more details. Your W2 will be mailed to your address on record in January after you are no longer employed with Corning.

Will I be taxed on my sign-on bonus?

Sign-on bonuses are most often considered taxable income.

- Corning provides a sign-on to interns to help cover the costs of travel, housing, and cost of living during their internship. It is considered taxable income and is subject to income tax. The tax you'll have to pay can vary depending on your individual tax situation and the tax laws in your location. It is advisable to consult with a tax professional for a more personalized understanding of how this benefit may affect your taxes or financial aid.

Learning and Performance

Do I have access to any professional development during my internship?

- During the summer, a series of "tech talk" events will be held every Thursday, featuring a variety of speakers discussing topics from the experiences of previous interns to networking strategies and career development.
- You also have unlimited access to [LinkedIn Learning](#) (must use your Corning email address to sign in) during your time at Corning. LinkedIn Learning is an online educational platform that offers courses on a variety of business, creative, and technology skills. Individuals learn at their own pace, with courses ranging from short tutorials to comprehensive study paths. Courses are taught by industry professionals and experts in their respective fields.

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How will my performance be evaluated during the internship?

- During your internship, your performance will be evaluated through regular feedback from your supervisor and a formal evaluation at the end of your internship. This approach, which focuses on your role, tasks, skills and learning objectives, ensures you receive valuable insights to guide your professional development.

How can I seek feedback on my performance?

- You can seek feedback on your performance by regularly communicating with your supervisor, asking specific questions about your work, and setting up weekly or bi-weekly one-on-one calls to discuss your progress and areas for improvement. It's encouraged to be proactive in seeking this feedback to support your learning and development during your internship.

Full Time Offer or Return Offer Process

What is a return intern offer?

- A return intern offer is an invitation for an intern to return to Corning for another internship term. This is extended to interns who performed exceptionally well during their first internship.

What is intern conversion?

- Intern conversion is the process of transitioning from being an intern to a full-time employee at Corning after your internship ends.

What factors are considered for intern conversion?

- Factors include your performance during the internship, your skills and qualifications, and the availability of a full-time role that matches your career aspirations.

When will I know if I am being considered for intern conversion or return intern?

- Open positions will be posted for all interns to apply on our internal career site for consideration prior to our virtual career fair on **Friday, June 27**. It will be up to our interns to apply for the position to begin the process of obtaining a full-time role or return internship with Corning. Upon completing your application, you will be contacted by our recruitment team on additional steps. The goal is to confirm offer decisions prior to the end of the internship program (Aug 1, 2025).

What happens if I decline a return intern offer or intern conversion?

- If you decline the offer, the company will respect your decision. You may have other plans or opportunities that better align with your career goals.

What if my supervisor wants to hire me or have me return but there's not a suitable role currently?

- You will receive emails and updates from our talent acquisition team about new jobs and intern positions available. We also encourage you to stay in touch with your supervisor.

What will my job responsibilities be in the full-time position?

- Your job responsibilities will be detailed in the job description provided during the hiring process. It will outline your roles, tasks, and any other expectations associated with the position.

What is the salary and benefits package for the full-time role?

- The salary and benefits package will be shared with you when the formal job offer is extended. It will cover details about your compensation, health benefits, retirement plans, and other perks.

What is the onboarding process like for new full-time employees?

- Our onboarding process involves a series of orientations, training sessions, and meetings designed to help you get familiar with Corning, our culture, and your new role.

Will the position be with my current hiring manager?

- Depending on the position you have applied for and are offered, you may continue to work under your current hiring manager, or you may have a different manager.

If I get an offer how much time will I have to decide?

- Typically, we provide a window of one to two weeks for you to consider the offer and decide; however, we do encourage you to check with your Career Center as they may have different policies and guidelines.

What if I am interested in multiple opportunities, can I apply to more than one?

- Absolutely! You are welcome to apply to any positions that align with your skills and career goals.

What if I have a conflict and cannot attend the virtual career fair?

- If you can't attend the career fair, you can still apply for open positions through Corning's internal careers page. A recording will be made available following the virtual career fair.

Quick Links and How to Guides

Announcing you have joined Corning on LinkedIn

Photo Options here: [Welcome to Corning](#) | [Careers](#) | [Corning](#)



Text to include in your announcement:

Career as cool as glass. I discovered Corning.

A career as cool as glass awaits. I am thrilled to have discovered #Corning.

#CorningTalent #VitaltoProgress #CorningSummerIntern

True Blue

Access TrueBlue with your Corning email address. The following can be found through TrueBlue:

- Manage Pay - ADP Pay slip
- Kronos time and attendance system
- Org Charts
- Your employee talent profile
- Employee HR Resources
- Internal Careers

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Corning True Blue Overview: It's YOU Central!

True Blue is a cloud-based, recruit-to-rotate HR system that lays the foundation for the future of HR at Corning



Customized home page in local language based on your role

Streamlined, personalized portal interface with user-friendly tile navigation

Single sign-on with anytime, anywhere access to the HR systems YOU need most:
Employee Profiles, Recognizing Excellence, Total Rewards, True Blue Learning,
and more!

It's Global, Integrated, Intuitive, and provides Operational Excellence

YOU own your employee profile

Mobile app is available (with limited features)

To Log on from anywhere, anytime:

- Go to trueblue.corning.com
- Enter your Corning User ID and Password
- It's that easy!

Need More Information?

- Visit the [Employee True Blue Toolkit](#)
- Email questions to CorningHR@corning.com
- Join the True Blue community on the Blue Line

CORNING

UKG (Kronos)

Kronos is accessed through the True Blue "Time & Attendance" tile.

Managing Time Online

Navigation Overview

Log onto True Blue

- 1 Type in the URL- <http://trueblue.corning.com>. Or click on **True Blue** from the top of any Corning intranet page.
- 2 Once you are signed in to True Blue, click on the **Time & Attendance Kronos** link.

Activate a Widget

- 1 Click the **Gear** icon, then select **Pop-out**.

Inactivate a Widget

- 1 Click the **Gear** icon, then select **Close**.

June 2019

Managing Time Online

My Timecard

Enter In/Out Time

- 1 In the timecard, click the **In** cell and type in the time you started your shift.
- 2 Click the **Out** cell and type in the time you ended your shift.
- 3 In the next column, click the **In** cell and type in the time you returned from lunch.
- 4 Click the **Out** cell in the same row and type in the time you ended your shift.
- 5 Click **Save** on the Timecard.

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Managing Time Online

Entering Pay Codes

- In the timecard, click the **Pay Code** cell, select a pay code from the drop down list.
- Click in the **Amount** cell, and enter the number of hours allocated to the pay code.
- Click **Save** on the Timecard.

Alert: For assistance with selecting the correct pay code or Work Rule, refer to the Kronos Pay Code Listing.

Adding a Comment

- Click the **Amount** cell on the date you entered a pay code and select **Comments**.
- Select a comment from the list, if you wish to add more select 'Add Comment' button.
- Click **Save** on the Timecard.

Quick Tip: Optionally, you can add a note to the comment by typing in the field below.

Add a Work Rule Transfer

- After entering your time for the shift, click the **Transfer** cell on the first row of entries.
- Click **Search**.
- Click **Work Rule**.
- A box will show up with the available work rules.

- Select the appropriate **Work Rule** from the list. Then click **Apply**.

Quick Tip: If only a portion of your shift includes a work rule transfer, you must enter another work rule transfer back to your default work rule for the remainder of the worked time. If you do not transfer back to your default work rule, your entire shift is allocated to the alternate work rule.
- Click **Save** on the Timecard.

CORNING
A&T Employee

ADP/Pay

Manage Pay – Managing and Viewing pay stubs

Click on the Manage Pay tile from True Blue

Quick Actions

My Profile

Org Chart

Manage Objectives

My Learning

Report Center

Mobile Activation

Reminders

Favorites

My Info

Manage Pay
View Details

Recognizing Excellence
View Details

Time & Attendance
View Details

UBS One Source
View Details

My Total Rewards
View Details

iLearn
Explore The Site Now!
View Details

Employee Central
Service Center
View Details

Fieldglass
View Details

H-1B Notices
View Details

Workplace Health
View Details

True Blue Additional
Links
View Details

*Please note it may take up to a week before you will have access to Manage Pay tile.

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Manage Pay – Managing and Viewing pay stubs

The screenshot shows the myView portal interface. On the left is a navigation sidebar with icons for myView, About Me, myPay, and myForms. The main content area is divided into sections: a 'WELCOME!' message, an 'About Me' section with a 'MY DETAILS' button, a 'myLinks' section with a link to 'Resource Materials', and a 'myPay' section. The 'myPay' section contains a 'VIEW MYPAY' button, which is highlighted by a green callout bubble with the text: "Click on View My Pay to view bi-weekly paychecks." Below the 'myPay' section is a 'Help and Support' section with 'Frequently asked questions' and a link 'Where can I find my payslip?'. At the bottom of the page, there is a 'Pay by Period' bar chart showing pay amounts over time, with a green callout bubble pointing to it that says: "Scroll down this screen to view details of paycheck".

Manage Pay – Managing and Viewing pay stubs

This screenshot is similar to the one above, showing the myView portal. The 'myPay' section is visible, and the 'VIEW MYPAY' button is highlighted. A large green callout bubble on the right side of the screen contains the following text: "Help and Support: Instructions on [direct deposit](#) and [tax withholding](#). Paystubs can be printed or downloaded. Any questions regarding paychecks contact Payroll: 607-248-1200 Email: payroll Administration". The 'Help and Support' section in the portal also lists frequently asked questions, including "Where can I find my payslip?", "How do I make or change my bank information for direct deposit?", and "How do I make or change my federal tax withholding election?".

Direct Deposit

- Add in new information or click the “+” and edit existing elections.
- Please note voided checks are not needed for this application.

My Details

- **Withholding Information:** to make or change your Federal tax withholding election
- **Bank Information:** to make or change your direct deposit elections

Personal Information: Select **Edit** to upload a profile picture or register for mobile functionality:

- Set up your unique mobile ID (suggestion: business or personal email / telephone number) and password
- Download the **ADP Mobile** app from either the Apple or Android app store
- Enter your log in credentials on your phone

myDetails

Withholding Information

Bank Information

Current

Main bank	+
Other bank	+

ADD

Tax forms and Direct Deposit

- Click on About me
- Click on Withholding Information to enroll or edit Federal forms
- Click on Bank Information to enroll or edit Direct Deposit

CORNING

About Me

Search employees

LM Lori Mogsaur

My Details

- **Withholding Information:** to make or change your Federal tax withholding election
- **Bank Information:** to make or change your direct deposit elections

Personal Information: Select **Edit** to upload a profile picture or register for mobile functionality:

- Set up your unique mobile ID (suggestion: business or personal email / telephone number) and password
- Download the **ADP Mobile** app from either the Apple or Android app store
- Enter your log in credentials on your phone

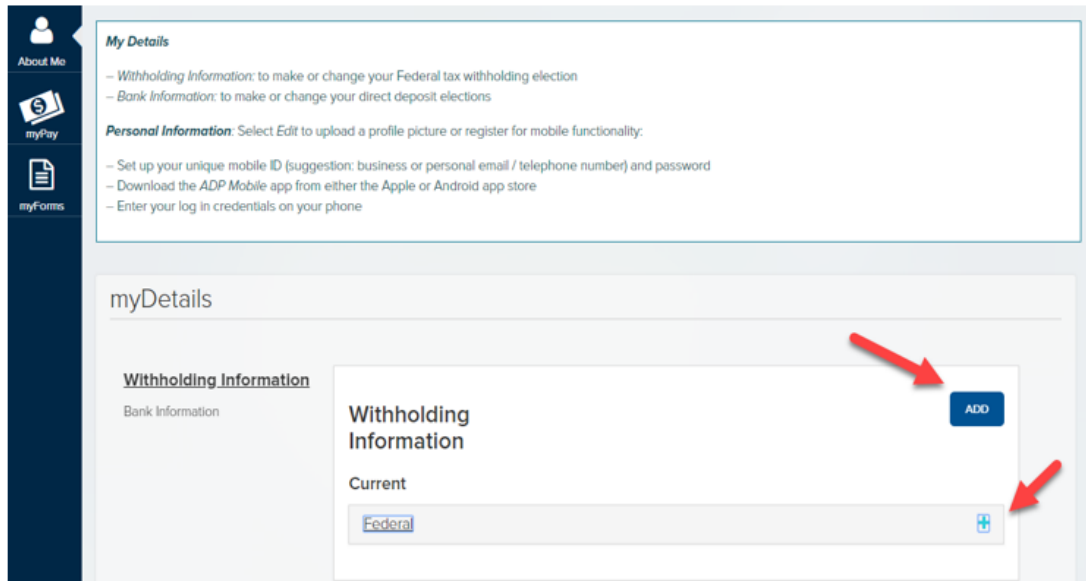
myDetails

Withholding Information
Bank Information

Personal information

Tax forms

- Add in new information or click the “+” and edit existing elections.



My Details

- *Withholding Information:* to make or change your Federal tax withholding election
- *Bank Information:* to make or change your direct deposit elections

Personal Information: Select *Edit* to upload a profile picture or register for mobile functionality:

- Set up your unique mobile ID (suggestion: business or personal email / telephone number) and password
- Download the *ADP Mobile* app from either the Apple or Android app store
- Enter your log in credentials on your phone

myDetails

Withholding Information

Bank Information

Withholding Information		
Current		
<table><tr><td>Federal</td><td>+</td></tr></table>	Federal	+
Federal	+	