Welcome!

Albert Einstein College of Medicine
New Hire Orientation Booklet
Dear Colleague:

Welcome to Einstein!

I am delighted to be among the first individuals to welcome you to the Albert Einstein College of Medicine and to your new position with us. You have made the right decision to join Einstein’s team of talented individuals and I am confident that we will benefit from your participation on our team.

To get you started at Einstein, we are providing you with this new hire orientation packet designed to help you navigate our campus and to provide you with information on the resources that will help acclimate you to your new environment. The staff in our Human Resources department are happy to answer any questions.

I am very proud to be a member of the Einstein community and am confident that you will be also as you realize personal fulfillment and we work together to continue Einstein’s excellence.

Sincerely,

Yvonne M. Ramirez
Einstein is home to:

- 2,000+ faculty
- 725+ medical students
- 180+ Ph.D. students
- 103+ students in the combined M.D./Ph.D. program
- 8,500+ Einstein alumni, among the nation’s foremost clinicians, biomedical scientists and medical educators
- 303+ postdoctoral research fellows at our Belfer Institute for Advanced Biomedical Studies

Einstein receives more than $212 million annually in grants and contracts of which over $150 million comes from National Institutes of Health (NIH). This funds major research centers at Einstein in cancer, diabetes, clinical and translational sciences, liver diseases, aging, developmental disorders, HIV/AIDS and the brain. These centers reflect the innovative, multidisciplinary research that has always been a hallmark of the College of Medicine’s collaborative approach to biomedical science developments and disorders. In addition, Einstein offers robust research and clinical training programs for its students, postdoctoral fellows and junior faculty members supported by numerous NIH-supported projects in a diverse area of cutting-edge research in biomedical sciences and healthcare delivery (as of August 2016).
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HUMAN RESOURCES
Belfer Educational Center, 12th Floor

Yvonne Ramirez
VP for Human Resources and Diversity Officer
718.430.2541

Carla Pasquali
Director of Benefits
718.430.3276

Robert Cancellieri
Director of Employee Relations
718.430.2551

Natasha Reid
Associate Director, The Learning Network
718.430.3348

Michele Russo
Director of HR Technology & Compensation
718.430.2562

Lani Allen
Associate Director, Talent Acquisition
718.430.2875

Daryl Haley
Payroll Manager
718.430.2016
1. Ullmann Research Center for Health Sciences
2. Forchheimer Medical Science Building, Gottesman Library, Max and Sadie Friedman Lounge
3. Belfer Educational Center for Health Sciences
4. Golding Building
5. Chanin Institute for Cancer Research
6. Robbins Auditorium *(Glass Café)*
7. Gruss Magnetic Resonance Research Center
8. Lubin Dining Hall, Singer Faculty Club
9. Harold and Muriel Block Building
10. Jack D. Weiler Hospital *(Montefiore/Einstein Campus; 1825 Eastchester Rd.)*
11. Einstein Boiler Plant
12. Price Center for Genetic and Translational Medicine/Block Research Pavilion *(1301 Morris Park Ave.)* *
13. Van Etten Building *(1225 Morris Park Ave.)* *
14. Rose F. Kennedy Center *
15. Jacobi Medical Center *(1400 Pelham Pkwy S.)*
16. Jacobi Medical Center Nurses’ Residence
17. Rhinelander Residence Hall *(1579 Rhinelander Ave.)* *
18. Parking Garage *(1875 Eastchester Rd.)* *(overnight)*
19. Eastchester Rd. Residence Complex *(1925/1935; 1945 Eastchester Rd.)* *
20. Falk Recreation Center
21. Montefiore Hutchinson Campus *(1250 Waters Place)*
22. Montefiore Medical Park *(1695 Eastchester Road)*
23. Residence Inn Marriott *(1776 Eastchester Road)*
24. Division of Substance Abuse – Wellness Center *(1510 Waters Place)*
25. Bronx Psychiatric Center *(1500 Waters Place)*

- Einstein Shuttle Stops
- Zipcar Lot
- Bicycle Racks
Welcome to our neighborhood!
BANKS*
1. Chase: 1068 Morris Park Avenue
2. Citibank: 1800 Williamsbridge Road
3. TD Bank: 1864 Williamsbridge Road
*ATMs are located in the 1925:1935 lobby and on the first floor of Forchheimer just past the building entrance

GAS STATIONS
4. Hess: 1610 Eastchester Road
5. BP: 1500 Williamsbridge Road
6. Valero: 2007 Williamsbridge Road
7. Shell: 2100 Williamsbridge Road

SUPERMARKETS
8. Apple Grocery and Deli: 2034 Eastchester Road
9. Stop and Shop: 1720 Eastchester Road
10. Big Deal Supermarket: 1018 Morris Park Avenue

QUICK EATS – OFF CAMPUS
11. Breakfast & Lunch Truck: Located on Morris Park across from the Rousso Building (1165 Morris Park Avenue.)
12. Monte Grab & Go Market: 1790 Eastchester Road
13. Star Gourmet Deli: 1890 Eastchester Road
14. Liberty Coffee and Donut Shop: Located on the corner of Williamsbridge and Lydig Avenue
15. Dunkin Donuts: 1888 Eastchester Road and 1090 Morris Park Avenue
16. Starbucks: 1728 Eastchester Road
17. Ann Clair’s: 1130 Morris Park Avenue
18. Scaglione: 1078 Morris Park Avenue
19. M&R Deli: 1200 Morris Park Avenue
20. Emilio’s Pizza: 1051 Morris Park Avenue
21. Sorrento’s Pizzeria: 2004 Williamsbridge Road
22. Good 2 Go: 1894 Eastchester Road
23. McDonald’s McCafe: 1820 Eastchester Road
24. Mr. Q’s Gourmet Chinese Restaurant: 2115 Williamsbridge Road
25. China Pavilion: 2102 Eastchester Road
26. Au Bon Pain: 1400 Pelham Pkwy S, inside Jacobi Medical Center (South House Building)

QUICK EATS – ON CAMPUS
Einstein Café: Convenitently located on the ground floor of Forchheimer; open on weekdays from 8 a.m. to 4 p.m. (hours may vary) offering muffins, bagels, coffee, fruit, various snacks, sandwiches, soups, salads, and sushi.

Food trucks: If you opt for the quick pick-me-up type meals, there are also several food trucks in front of Weiler and Jacobi.

Vending Machines: Vending machines are just behind the Forchheimer Coffee Shop on the ground floor of the Forchheimer Building as well as in the basement of the Belfer Educational Center.
Security & Transportation

1. Where is the security office located?
   Forchheimer Building, Room G-9
   Office Hours: 8:30–5PM, M–F
   Campus Emergency Number: 4111 from any campus phone, 24 hours
   Non-Emergencies: 718–430–2180
   NYPD 49 Precinct: 718–918–2000

2. Where do I go to obtain a new or replacement ID card?
The Security office creates employee ID Cards, M–F, 9AM–5PM. There is no charge for initial cards. There is a $15.00 charge for lost ID cards. An ID Request form is available online and is required for all issued ID Cards.

3. Office Security and Building Access
   a. Is it OK to remain in my office after normal working hours?
   We realize that from time to time you may be required to work beyond your normal work hours as approved by your department administrator/head. Should you be required to work after hours, we ask that you take simple safety and security precautions that can be found on our web-site in the Working Late brochure.
   b. Can I access my office after normal working hours, i.e., Saturday or Sunday?
   In most cases we can accommodate this request. You will be required to present your valid campus ID card to security and sign the after hours register.
   c. I got locked out of my office— who do I call?
   Should you get locked out of your office you will required to visit the nearest security desk and inform the security officer on duty. You will be required to present a valid campus ID card complete a door unlock form. Once completed a security officer will escort you back your space where you will be required to substantiate through personnel belongings that you are the authorized occupant of the space.
   d. Is there parking available on campus?
   Yes, there is limited outdoor parking around campus subject to enrollment and associated parking fees. Effective July 2016, surface parking is $60.00 monthly available through payroll deduction. Payment in full for the 12 month period July through June is required if not using payroll deductions. Parking can be prorated and refunded if not subscribing for a full 12 month period.

4. I have noticed shuttles around campus—where do they go?
   Einstein campus operates various shuttles to support our medical education program. Shuttles operate between the Einstein campus, Montefiore Hospital, Long Island Jewish Hospital and Wakefield Hospital. Priority seating is afforded to medical students, any extra seats can be used by Einstein community only with a valid ID card. It is understood that at times you may be required to disembark the shuttle should a medical student require a seat. For a complete schedule, visit our website.

5. Is there a lost and found?
   Our lost and found is located in the Security Office, Forchheimer G-9. You can call 718–430–2180, M–F 8:30AM–5PM. Our lost and found policy can be found on our web-site.

6. Who do I call should I become the victim of a crime?
The Security Department needs to be immediately informed should you or a colleague become the victim of any crime while on campus. This is important to not only address your immediate concerns but to also inform our community and potentially avert others from becoming a victim. Never hesitate to call 911 directly. We simply ask that security be informed immediately after calling 911 so that we can expect and assist first responders.
7. What happens if there is an emergency on campus? How will I be notified?
All employees are encouraged to register their cell phones, office phones and e-mail addresses in the Everbridge mass notification system. In an emergency, the college provides information to its community through Everbridge and other systems. Visit our web-site for additional information.

8. I ride my bicycle to work:
   a. Where can I secure my bicycle?
      There are out door bicycle racks located:
      • In front of Belfer
      • In courtyard near library
      • Between Price and Van Etten
      • Housing Courtyard

   b. Use of Falk Center
      Falk center provides at no-charge access to showers for our cyclist commuters

      Note 1: Bicycles may be keep in an individual’s office, but never in a stairwell or public corridor.

      Note 2: Please be guided by signage at each bicycle rack on locking techniques.

9. For further information, visit our website:
   www.einstein.yu.edu/administration/auxiliary-services/security/

CONTACT NUMBERS
EMERGENCY/CAMPUS:
718-430-4111

GENERAL EMERGENCY
(Police, Fire, EMS):
Dial 911

NYPD 49TH PRECINCT:
718-918-2000

BUILDING SECURITY DESKS
Forchheimer:
718-430-2019

Belfer:
718-430-8035

Kennedy Center:
718-430-2425

Price:
718-678-1300

Housing:
718-430-3066

Van Etten:
718-862-1800

SECURITY AND TRANSPORTATION
Forchheimer Building
Room G9
**Employee Self Service Portal Instructions**


2. Click on the link named “Self Service Banner”
3. You will have access to view and make changes to your personal information, such as address, name, and marital status on the “Personal Information Tab”.

4. You can also view your pay stubs, tax forms, leave balances, etc. on the “Employee Services” tab.
**Employee Self Service Portal Instructions** (continued)

**UPDATING ADDRESS AND PHONES**

1. Click on Update Address and Phones under the Personal Information Tab.

2. Make sure to update and include both a W2/Payroll and Permanent Home Address. To change an address, make sure to end your current address by clicking into your current address and entering an end date in the “Until This Date” box. You will then need to enter a new address with the “Valid From This Date” field filled in (this should be the day after the previous end date).
3. List the apartment/unit/building number on “Address Line 2”.

![Employee Self Service Portal Instructions](image)

**DEFINITIONS:**

1. **W2 - W2/Payroll Address**
   
   This address is used by Human Resources and Payroll to send official communications, including paychecks and W2.

2. **PR – Permanent Home Address**
   
   This address is typically the same address as your W2 address.

3. **Phone Numbers**
   
   Under each Address type, you can add a phone number. There are multiple phone types available to choose from; Cell Phone and Home numbers are preferred.
Employee Systems Access

Please note all systems listed below are accessed using the same login credentials used to access your computer.

ACTIVE DIRECTORY CREDENTIALS
- On your first day of employment you will receive your Einstein email, Montefiore username, and password at will give you access to your computer and required systems, from your hiring manager.
- For questions regarding your credentials, please contact Montefiore IT at (914) 881-4554.

KRONOS
- Kronos is our automated time-tracking software that tracks hours worked and facilitates accurate and timely payment by the payroll department.
- Exempt Employees: Do not need to record time worked. Will only need to enter time absent from work, such as for vacation, sick, personal days, etc.
- Non-Exempt Employees: Will need to record time worked. Some 1199 Union employees may use a punch card instead of using a computer to record time.
- An email will be sent to you from Paula Joseph to gain access to Kronos. For questions regarding Kronos please reach out to Paula Joseph, Kronos Specialist at paula.joseph@einstein.yu.edu.

EPRO
- EPRO is Albert Einstein College of Medicine, Inc.’s marketplace with preferred pricing catalogs from a large number of vendors. Certain employees may need access to make purchases for their department. You can access EPRO at https://solutions.sciquest.com/apps/Router/Login?OrgName=Einstein.
- Beginner and Advanced (EPRO) classes, EPRO Assign Cart training sessions are offered on a monthly basis. If you are interested in attending one of the sessions, please e-mail Jesalyn Gines, Acquisitions Clerk at jesalyn.gines@einstein.yu.edu to be added to the list.
- For questions regarding your EPRO Access, please contact Montefiore IT at (914) 881-4554.
ICIMS

- ICIMS is Albert Einstein College of Medicine’s applicant tracking system. Hiring Managers and Administrators will need access in order to create requisitions for new or replacement positions that require recruitment efforts. You can access ICIMS at https://einstein.icims.com.
- For questions regarding ICIMS access, and creating new and replacement requisitions, please contact Elizabeth Willcockson, Senior HR Technology Analyst at elizabeth.willcockson@einstein.yu.edu.

HALOGEN

- Halogen is software system used to manage performance management and training & development programs. You can access Halogen at https://global.hgncloud.com/einsteinmed/welcome.jsp.
- A list of available trainings and their respective dates are sent on a monthly basis.
- For access to Halogen, please contact the Human Resources Information Systems (HRIS) department at hris-systems@einstein.yu.edu.
Employee Discounts

Procurement Services has compiled a list of “Preferred Suppliers” who offer contract pricing to Albert Einstein College of Medicine, Inc. staff and faculty.

Some contract pricing detail is protected. Should you be interested in pricing detail, please call Procurement Services at 718.430.3001.

Many local companies and businesses offer discounts to Albert Einstein College of Medicine, Inc. employees. This is a list of our contracted suppliers that offer discounts to Albert Einstein College of Medicine, Inc. students, staff, and faculty.

For more information and a complete list of our staff discounts please visit:
www.einstein.yu.edu/administration/procurement/staff-discounts

APPLIANCES/AUDIO VISUAL
Liebert’s
Stuart Royal
914.949.5999
Einstein Pricing

COMPUTER
Apple
800.780.5009
Einstein Pricing

Dell Computer
Website Code: US21485367
800.274.7799
Einstein Pricing

SOFTWARE/PERIPHERALS
Gov Connection
Deb Varga
800.800.0017 ext: 33050
dvarga@govconnection.com
Einstein Pricing plus free shipping

CDWG
Chris Eckerman
866-467-9721
chrieck@cdwg.com
Einstein Pricing

CELL PHONES
Verizon Wireless
Michael Maliczyszyn
973.349.8153
19% off most plans, plus discount on some phones.

AT&T Wireless

CAR RENTALS
Enterprise
800.261.7331
ID: CR1929
PIN: YES
Einstein Pricing

Hertz Corporation
Rachel Perlman
212.373.6405
rperman@hertz.com
Corporate Discount Program ID#: 1966328

For reservation call 1 (800) 654-3131 or visit their website at www.hertz.com and reference the CDP-ID#. To enroll in Hertz #1 Club Gold program, visit their website and enter the information below to gain access to their fee-waived enrollment application:

Company Name: Albert Einstein College of Medicine, Inc. CDP#: 1966328
PIN: hbrgold
Holiday Schedule

LEGAL HOLIDAY OBSERVANCES

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Monday, January 2</td>
</tr>
<tr>
<td>Dr. Martin Luther King Day</td>
<td>Monday, January 16</td>
</tr>
<tr>
<td>Presidents Day</td>
<td>Monday, February 20</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 29</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Tuesday, July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 4</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 23</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Monday, December 25</td>
</tr>
</tbody>
</table>

1 Beginning in 2016, the College will operate on a skeleton schedule on the day after Thanksgiving. What this means is that staff may work with their departments to take this time off by working a flexible schedule and making up the time at any time prior to the Thanksgiving holiday break. Staff wishing to work on this day may do so by advising their departments.

JEISH HOLIDAY OBSERVANCES

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passover</td>
<td>Tuesday, April 11*</td>
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<tr>
<td></td>
<td>Wednesday, April 12</td>
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<tr>
<td></td>
<td>Monday, April 17</td>
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<tr>
<td></td>
<td>Tuesday, April 18</td>
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<tr>
<td>Shavuot</td>
<td>Wednesday, May 31,</td>
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<td></td>
<td>Thursday, June 1</td>
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<tr>
<td>Rosh Hashanah</td>
<td>Thursday, September 21*</td>
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<tr>
<td></td>
<td>Friday, September 22</td>
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<tr>
<td>Yom Kippur</td>
<td>Saturday, September 30*</td>
</tr>
<tr>
<td>Sukkot</td>
<td>Thursday, October 5</td>
</tr>
<tr>
<td></td>
<td>Friday, October 6</td>
</tr>
<tr>
<td>Shmini Atzeret</td>
<td>Thursday, October 12</td>
</tr>
<tr>
<td>Simchat Torah</td>
<td>Friday, October 13</td>
</tr>
</tbody>
</table>

* Please note that on the eves of the first night of Passover (Monday, April 10), Rosh Hashanah (Wednesday, September 20) and Yom Kippur (Friday, September 29) offices will close at 3:00 p.m.

The schedule above lists the days on which the Jewish holidays for 2017 will fall. All Central Administration offices will be closed on those holidays falling on a weekday and employees in those departments are granted excused time off and are not eligible for paid personal days at any other time during the year.

Employees in all other departments who wish to take time off for the Jewish holidays may, with approval of their supervisor, charge the time to accrued personal or accrued vacation days.
YOU’RE IN GOOD COMPANY.
Albert Einstein College of Medicine (Einstein), one of the nation’s premier institutions for medical education is offering secure, fast employment and income verifications via The Work Number.

WHY THE WORK NUMBER?
The Work Number is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

The Work Number can be used anytime, anywhere — available 24 hours a day, 7 days a week:

Access The Work Number via www.theworknumber.com or 1-800-367-2884
Einstein Employer Code: 17765
Client Service Center:
1-800-996-7566 (voice) or
1-800-424-0253 (TTY – Deaf)
Monday – Friday, 7AM – 8PM (CST)
BENEFITS

Academic Federal Credit Union is a not-for-profit financial institution dedicated to providing the best financial services for our members. Therefore, our net earnings are returned to our members in the form of lower interest rates on loans and higher dividends on deposits. We measure our success by maintaining a secure financial position, increasing membership growth and member satisfaction.

Our quality products and convenient services include:

• Savings accounts with no annual fees ($20 min. balance requirement to maintain membership)

• Checking accounts with no minimum balance requirements, monthly service charges, or annual fees

• Free Online Banking with Bill Pay

• Free Mobile Banking and Mobile Check Deposit

• Low-interest loans for every need including auto, home equity, mortgage, and consumer loans

• Unbeatable low-interest Visa credit cards with no annual fees and no cash advance fee

• ScoreCard Rewards Bonus Points Program for all Visa Debit & Credit Cards

Access the Academic Federal Credit Union via www.academicfcu.org or 914-923-3608
Thinking About Tomorrow, Today... Let us help.

Get free one-on-one guidance from Fidelity’s Workplace Planning and Guidance Consultants.

Marsha Alexis
marsha.alexis@fmr.com
845-519-3546

Schedule Your Appointment!
www.fidelity.com/reserve
1-800-642-7131

Unable to schedule an onsite appointment? Visit and bookmark Fidelity’s microsite for employees at www.netbenefits.com/yeshiva or call the Fidelity Retirement Benefits Center toll-free at 1-855-4YU-SAVE (1-855-498-7283).

Investing involves risk, including risk of loss. Although guidance provided by Fidelity is one on one, it is educational in nature, is not individualized, and is not intended to serve as the primary or sole basis for your investment or tax-planning decisions.
Work Injury Nurse Line

24/7 Work Injury Nurse Line
24/7 Línea de enfermeras de lesiones de trabajo

800.683.6778

At any time, you can call and speak with a registered nurse to evaluate the nature of your incident and determine immediate care. All nurses specialize in occupational injuries and will ensure you get the care you need.

Call 911 for Medical Emergencies

En cualquier momento, usted puede llamar y hablar con una enfermera para evaluar la naturaleza de su incidente y determinar atención inmediata. Todas las enfermeras se especializan en lesiones ocupacionales y se asegurarán de que reciba la atención que necesita.

Llame al 911 para emergencias médicas
**HealthCare EAP**

**Information Resources:**
*One of your most important EAP Benefits*

Today's healthcare workers face new, more daunting challenges than ever before: Budget crises, government mandates, difficult patient and family issues, rapidly changing technology and the impact of social media are just a few of the emerging issues impacting the healthcare landscape. HealthCare EAP offers extensive links, tools, and resources to help healthcare workers deal with these and other professional challenges:

- Patient and Family Challenges
- Workplace Safety and Violence
- Social Media for Healthcare
- Money Saving Tools and Tips for Healthcare Workers
- Cultural Competency, Health Literacy, and Communication Challenges

**To access the website and resources for employees**

1. Log on to www.MyHealthCareEAP.com
2. Click on the Employee & Family Login button
3. If you have already created a User Name and Password, simply enter that info in the appropriate boxes. If you have not registered, complete steps 4-7.
4. Click on REGISTER HERE
5. Enter your Employer's name and click Continue.
6. Your employer's name will appear; select the button and click Continue.
7. Fill out the Registration Form and create your own User Name and Password, then click Continue. You only need to register once.

**To access this benefit,** you can call the EAP or log on to the website, www.MyHealthCareEAP.com, for thousands of articles, videos, and tools to help you resolve personal problems. Find information on thousands of topics including:

- Adoption
- Mental Health
- Home Ownership
- Loss and Grief
- Family Violence
- Financial Planning
- Will Templates
- Lemon Laws
- Stress
- Work-Life Balance
- Consumer Action
- Divorce
- Elder Law
- Child Care

You'll find an entire library of problem-solving resources, including assessments, trainings, videos, tools and calculators such as 2,000+ Harvard Medical School Articles • Thousands of legal articles • 800,000 child/elder care providers • Personal growth programs • Mental and physical health assessments • Financial tools and calculators • Career development information • 900 health videos

**More benefits than any other EAP.**
www.MyHealthCareEAP.com 1-800-252-4555
Falk Recreation Center

YES, WE HAVE A GYM ON CAMPUS!

Welcome to the Anne & Isidore Falk Recreation Center/Max & Sadie Friedman Athletic Center, Einstein’s on-campus athletic facility (membership fees apply).

With its 75-foot, temperature-controlled swimming pool, gymnasium with full-size basketball court, indoor running track, racquetball and squash courts, and free weights, there are a multitude of recreation and fitness options for members to enjoy. Add to that the broad selection of weight-training stations and fitness machines, and you have a full arsenal of exercise equipment for developing an individualized fitness routine that meets your specific needs.

The center staff oversees a variety of programs and scheduled activities, including badminton, volleyball, soccer nights, early bird swim, women’s swim and men’s swim. Intramural leagues are held annually for basketball, volleyball and soccer, as well as contests for free-throw and three-point shooting, and tournaments for squash, racquetball and badminton. Bulletin boards throughout the center provide updates on current and upcoming offerings.

Special classes such as yoga, aerobics and aquatic exercise are often offered throughout the year. These classes are usually offered weekly over an extended period, and require a small fee.

For membership information, visit our website: www.einstein.yu.edu/administration/auxiliary-services/falk-center/membership-information