



Day One Guide to the Albert Einstein College of Medicine of Yeshiva University

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Your first days at the Albert Einstein College of Medicine will no doubt be exciting and busy. This Day One Guide provides valuable information that will help you get acclimated to the institution.

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Albert Einstein College of Medicine of Yeshiva University

“Science at the heart of medicine,” Einstein’s tagline, is more than a catchy slogan. It strikes at the core of what we do. Indeed, Einstein’s unique mix of science and medicine—combined with our sense of humanism—directly affects the health of people locally, nationally and globally.

You are joining Einstein at a time of exciting change and transformation. From expanded research strength—in stem cell therapies, cancer, diabetes, HIV/AIDS and many other areas—to an expanding campus with the new Ruth L. and David S. Gottesman Institute for Stem Cell and Regenerative Medicine and its Clinical Skills Center, Einstein’s strong focus on translational medicine means we’re committed to bringing discoveries in our labs to the lives of patients faster. Today, we face unprecedented challenges in medicine: an aging population, growing disparities in healthcare and the emergence of new infectious diseases, to name just a few. We are changing and improving to meet the challenges ahead.

Still, after more than a half-century since our establishment, research remains Einstein’s bedrock—both in our approach to teaching and in how we conduct biomedical research. It drives our academic excellence and our mission to train the next generation of leaders in science and medicine. Research also informs the care we deliver in tandem with our medical affiliates and through our clinical programs in the community.

Another constant is Einstein’s well-established emphasis on collaboration—a powerful force that has made our college incredibly productive, with a global influence on biomedical science and healthcare. Collaboration begins on the inside and it’s one of the most striking attributes of our internal culture.

Just as we pioneered the introduction of bioethics into our curriculum nearly 30 years ago, today we are leading the way toward a team-based, disease-oriented approach to biomedical research. We are creating a blueprint for academic medicine in the 21st century.

As always, Einstein is leading, discovering, caring and collaborating, continuing a legacy, improving health and impacting the world. We are pleased that you are joining us in this important and vital effort. A very warm welcome and our best wishes for success.



[Allen M. Spiegel, M.D.](#)
The Marilyn and Stanley Katz Dean
Albert Einstein College of Medicine

About Einstein

- [2010 Strategic Research Plan](#)
- [Academic Departments](#)
- [Research and Clinical Centers and Institutes](#)
- [Shared Facilities and Cores](#)
- [Research Administration](#)
- Clinical Programs
 - [Division of Substance Abuse](#)
 - [Sound View Throgs Neck Community Mental Health Clinic](#)
- [Office of Graduate Medical Education](#)
- Hospital Affiliations and Clinical Partners
 - [Medical Centers](#)
 - [Mental Health Facilities](#)
 - [Long term care facilities](#)
- [Faculty Directory](#)

Einstein Facts and Firsts

Facts

- Founded in 1953
- One of the first major medical schools to integrate bedside experience with learning, bringing first-year students into contact with patients and linking classroom study to case experience
- One of world's premier centers for biomedical research, medical education and patient care
- Home to 750 medical students & 350 PhD students and over 300 research laboratories
- More than 8,000 alumni are among the nation's foremost clinicians, biomedical scientists, and medical educators
- \$199 million in funding from NIH

Firsts

- In 1964, Albert Einstein College of Medicine is the first medical school in the United States to establish a Department of Genetics.
- Researchers at Albert Einstein College of Medicine played a fundamental role in the historic, international project to map the human genome.
- First private medical school in New York City to establish an academic Department of Family Medicine
- In 1974, Einstein's Liver Research Center -- now the Marion Bessin Liver Research Center -- is the first institute in the nation devoted to the study of liver disease and injury.
- In 2006, Einstein becomes the only medical institution in New York City, New York State and the northeast to serve as a research site for the Hispanic Community Health Study, the largest research study of Hispanic health ever.
- Researchers at Einstein developed pioneering techniques for the diagnosis and treatment of cancer based on the genetics of both the tumor and the patient.

To Do List

This checklist provides an overview of the forms you need to complete and other “housekeeping” items that require your attention on or before your first day at Einstein.

Before Your First Day

- Sign and return your Offer Letter.
- Complete the [Einstein Employee Health and Safety Orientation Quiz](#). If applicable, please register for required training [here](#).
- Mandatory [Preventing Workplace Harassment Training](#) must be completed before you start employment.
- Bring the Certificate of Completion with you on your first day.
- Review Campus Maps – on the [YU](#) and [Einstein](#) websites.
- Review the [Employee Handbook](#). You will be asked to sign the Acknowledgement on your first day.
- Conflict of Interest Disclosure Form (in the Employee Handbook), if relevant to you, must be completed on your first day.

Bring the following completed New Hire Orientation Forms with you on your first day of work.

- [I-9](#) –XpressHR Onboarding will send a separate email inviting you to initiate this Employment eligibility form.
- Tax Forms: [W-4; IT-2104](#)
- Additional Tax Forms for Non-Resident Aliens Only: [8233; NRA Data Collection Form; IT-2104.1](#)
- [Direct Deposit of Payroll](#) – For direct deposit to your checking account, bring a voided check or a direct deposit slip from your bank; [CHASE at Work](#) offers special banking benefits to YU employees.
- [Self Identification Forms](#) – be sure to fill out both forms entirely.
- [Payroll Overpayments](#).

If you wish to enroll in the Benefits Program, complete the appropriate forms and bring them with you on your first day of work or submit them within your first 30 days at YU. **Union members click [here](#) for benefit information.**

- [Group Medical and Dental Enrollment Form](#).
- [Health Care and Dependent Care Reimbursement Account\(s\) Enrollment Form](#).
- [Transportation Reimbursement and Parking Reimbursement Program \(TRiP\) Enrollment Form](#).
- [Group Insurance Election Form and Beneficiary Designation Form](#).
- [Tax Choice Long Term Disability Plan Election Form](#).

You may enroll in a Retirement Plan at any time throughout the year.

- [Learn about Retirement Investment options and Enroll](#).

Be prepared to discuss setting Performance Management goals with your supervisor.

- Review the online [Presentations](#).
- Review [Training](#) offerings and discuss with your Supervisor.

On Your First Day

- When you report to work on your first day, you should check in with HR, Belfer Building Rm-1207.
- Attend Orientation; Complete Notice of Acknowledgement of Pay Rate and Payday Form
- Pick up Employee ID from Security – Forchheimer G-09 and register with [Alert Find](#) – Campus Emergency Alert System

Payroll

The University processes payroll for employees on a bi-weekly basis according to [schedule](#).

Bi-weekly employees are issued their paychecks on Fridays, one week after the close of each bi-weekly payroll period. There is a one week lag between the end of a bi-weekly payroll period and payday. You should receive your first paycheck within the first two pay periods.

If there is a problem related to the number of hours for which you should have been paid, first check your timesheet with your supervisor, then have your supervisor call the [Payroll Manager](#) at 718.430.2207. Changes on timesheets require the approval of a manager and/or supervisor.

Yeshiva University Benefits Program

Yeshiva University provides a comprehensive benefits program. As an eligible employee, you may choose from a wide selection of plans to help protect you and your family's health and financial well-being.

- *Managing Your Health*
 - [Group Health and Dental Insurance](#)
 - [Health Care Flexible Spending Account](#)
- *Protecting Your Income*
 - Sick Leave
 - Short Term Disability
 - Basic and Voluntary Short Term Disability
 - [Tax Choice Long Term Disability Plan](#)
 - [Workers' Compensation](#)
 - [Life and Travel Accident Plans](#)
- *Protecting Your Assets*
 - [Long Term Care](#)
- *Securing Your Future*
 - [Retirement Plans](#)
- *Balancing Your Work and Life*
 - [Dependent Care Flexible Spending Account](#)
 - [Transportation Reimbursement and Parking Reimbursement Program \(TRiP\)](#)
 - [Tuition Programs](#)
 - [Employee Assistance Program \(EAP\)](#)
 - [Health Advocate](#)
 - [Medex Travel Assistance Program](#)

This summary is of a general nature and has been prepared solely to provide an overview of the Yeshiva University Benefits Program in effect as of January 1, 2010 and does not attempt to cover all details. The actual provisions of the plans are in the contracts and insurance certificates, which are the legal documents that govern the administration and benefit provisions of each plan. If there is a discrepancy between the information presented here and the legal documents, the legal documents will govern. If you are covered by a collective bargaining agreement, you should refer to your respective contract for your benefits and programs.

YU expects and intends to continue the plans indefinitely, but reserves the right to change, modify or terminate them, in whole or in part, at any time and for any reason.

Green Ride

Commuting is easier with Einstein [GreenRide](#), a ride-matching program sponsored by Human Resources and Security. The free service allows you to search for potential carpool partners (or fellow bicycle commuters or walkers) at Einstein who live near you and have similar schedules.



To [register](#), you must first create an account and then log in. The information you provide will remain anonymous until you decide to make your contacts formal. You will then be prompted for your ridesharing preferences and work schedule, along with your home address.

If there is a match, you will receive a list of potential commuters who also are registered with GreenRide. Once you've received that information, you can reach out to these individuals through the GreenRide system (or you may hear from them). If you don't receive match information immediately, don't give up! There are commuters joining the GreenRide program every day. You will receive e-mail updates about potential matches as they enroll.

Einstein Administrative Departments

<u>Office of the Dean</u>
<u>Communications and Public Affairs</u> – internal and external communications, including media relations, branding, marketing, publications, community and governmental relations, and the Einstein web site.
<u>Environmental Health and Safety</u> <ul style="list-style-type: none">▪ Fire Safety▪ Industrial Hygiene▪ Laboratory Safety▪ Radiation Safety▪ Radiation Safety Refresher Training▪ YU Safety Specialist
<u>Facilities Management/Engineering</u> <ul style="list-style-type: none">▪ Facilities Management▪ Construction & Renovation▪ Operations & Maintenance▪ Facilities Budget
<u>Finance</u> – budgeting and accounting of all Einstein's financial activity
<u>Human Resources</u> <ul style="list-style-type: none">▪ University Benefits▪ University Compensation▪ Diversity & Affirmative Action▪ Employee Relations & Talent Development▪ Human Resource Services/Recruitment▪ Human Resource Technology
<u>Information Technology Services</u> – provides technology solutions for faculty and staff in support of teaching, research, and administration
<u>International Students and Scholars</u> – the college liaison with the Department of State and the United States Citizenship & Immigration Services (USCIS)
<u>Occupational Health Service</u> – Location: Mazer Building Room 219, Hours of operation are Monday - Friday, 9am to 5pm., 718.430.3141
<u>Office of Academic Appointments</u> – processing and maintenance of all Faculty and Postdoctoral appointments
<u>Office of Grant Support</u> – assists with grant and research-related matters including funding sources, guidelines, collaborations, editorial support, and basic grantsmanship



Procurement Services

- Computer Purchases
- Express Mail
- Freezer Program
- Jacada Access
- New Car Service
- Software Pricing
- Staff Discounts
- STAPLES/Office Supplies
- Training Schedule
- Travel Agency
- Vendor News

Supporting Services

- Food Services – Locations: Mazer Dining Hall and Forchheimer Coffee Shop-Ground floor
718.430.2131 – Dial-a-menu: 718.430.4182

Hours of Operation:

Mazer Cafeteria	Monday – Friday	11:30AM- 1:30PM
Coffee Shop	Monday – Thursday	8:00AM - 4:30PM
	Friday	8:00AM - 1:30PM
	Closed daily for cleaning:	10:30AM -10:45AM

- Mailroom – Office E-mail: mailroom@einstein.yu.edu, Belfer Room B-01, 718.430.2298,
Hours of Operation: Monday - Friday 9:00AM - 5:00PM

- Security – Forchheimer G-9
ID cards – Monday-Friday 9:00 AM - 5:00PM
Escort Service – 718.430.2019, Monday – Friday, Sundown to 11:15PM
Lockouts: Housing Lockouts – call ext. 3066
 College Lockouts – call ext. 2019
Accessing & Exiting Buildings After Hours – call ext. 4111
Lost and Found

- Duplicating

- Electronic Work Orders/Applications

- Groundskeeping

- Housekeeping

- Housing

- Receiving

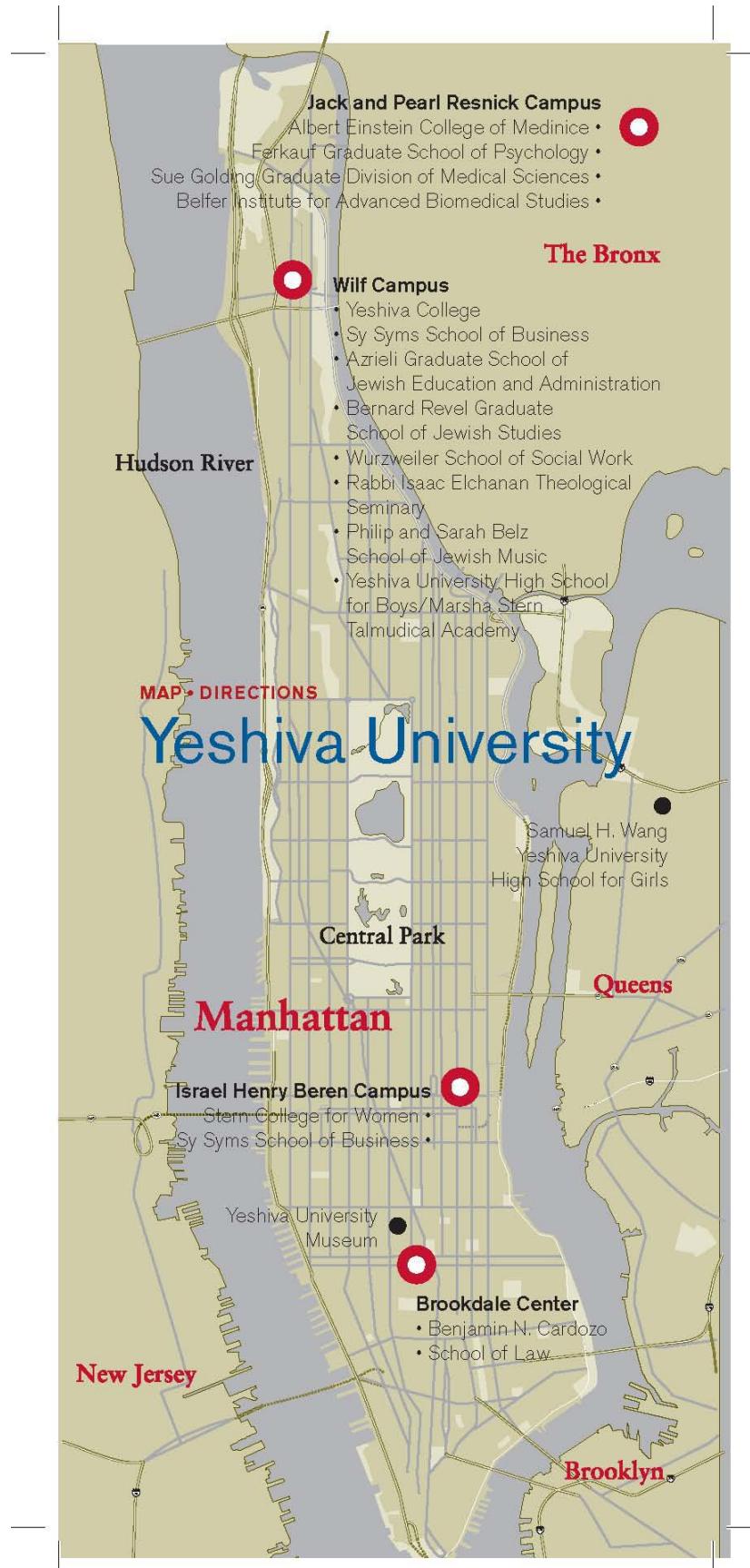
- Telecommunications

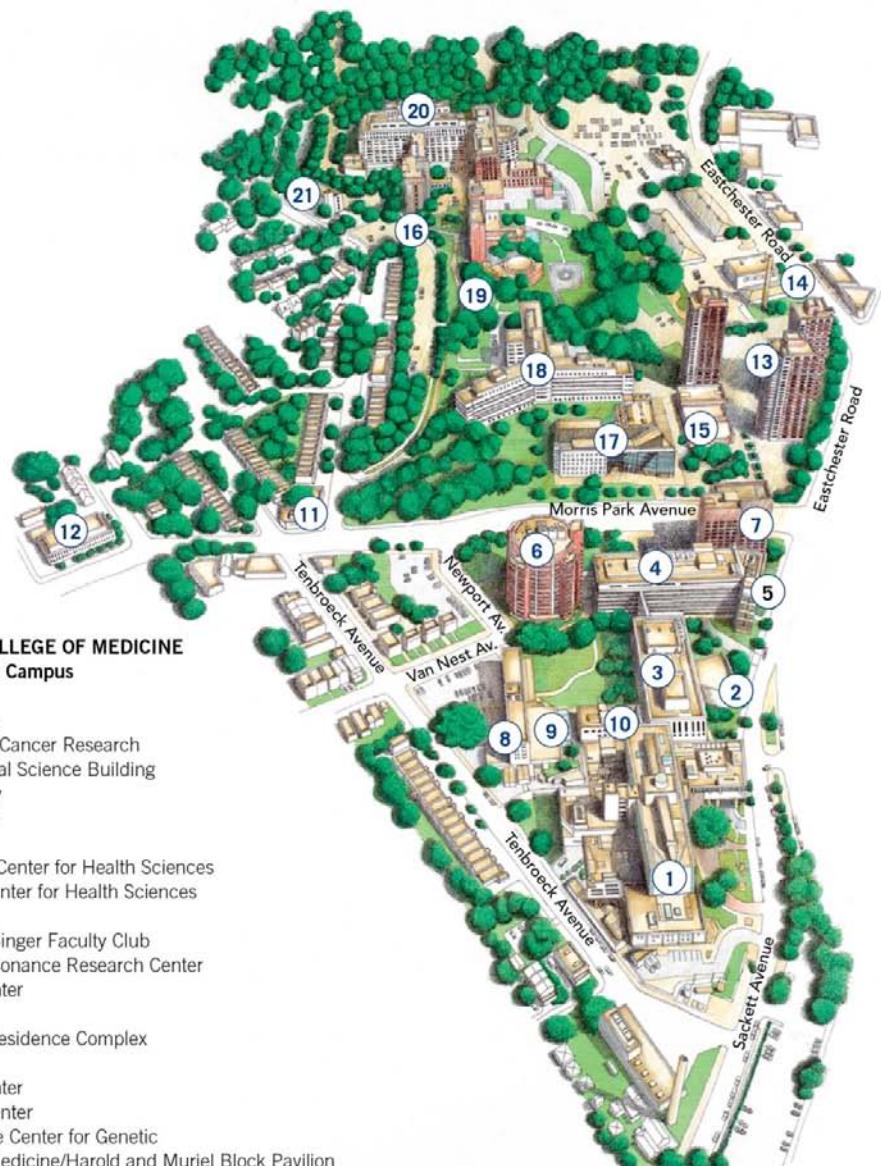
Our Community

The Albert Einstein College of Medicine is located in a quiet residential area of the northeast Bronx surrounded by attractive homes and apartment buildings that comprise the Morris Park neighborhood.

<p>Outdoor Activities</p> <ul style="list-style-type: none"> ▪ Bronx Zoo ▪ City Island ▪ New York Botanical Garden ▪ Orchard Beach ▪ Pelham Bay Park – Bartow-Pell Mansion ▪ Rye Playland ▪ Wave Hill 	<p>Sports</p> <p>New York has more major league teams than any other community in the country.</p> <ul style="list-style-type: none"> ▪ The MLB Yankees @ Yankee Stadium and Mets @ Citifield ▪ The NBA Knicks and NHL Rangers @ Madison Square Garden ▪ The NFL Giants and Jets, the NBA Nets and the NHL Devils @ Meadowlands Sports Complex in New Jersey ▪ The U.S. Open Tennis Tournament is played each year at the National Tennis Center in Queens
<p>Arts & Entertainment</p> <ul style="list-style-type: none"> ▪ American Museum of Natural History – Hayden Planetarium ▪ Broadway ▪ Bronx Museum of the Arts ▪ Carnegie Hall ▪ Emelin Theatre ▪ Hudson Valley Shakespeare Festival – Shakespeare on the Sound ▪ Jacob Burns Film Center ▪ Lehman Center for Performing Arts and Lehman Stages including the Lovinger Theatre, The Studio Theatre, The Student Experimental Theatre (S.E.T) and the Dance Lab @ Lehman ▪ Lincoln Center ▪ Metropolitan Museum of Art ▪ MOMA ▪ New Roc City in New Rochelle combines 18 movie screens (including IMAX) with restaurants, an arcade including both games and amusements, a billiards hall, go carting, and glow-in-the-dark mini-golf and bowling ▪ Performing Arts Center at SUNY Purchase (home to the Westchester Philharmonic) ▪ Picture House Regional Film Center – first-run, foreign and independent films at a discounted rate ▪ Uptown Coffeehouse 	

Maps



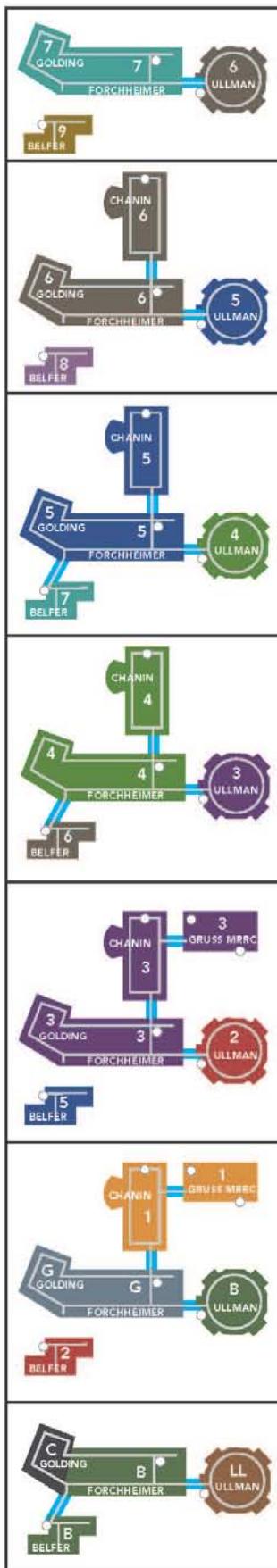


ALBERT EINSTEIN COLLEGE OF MEDICINE
Jack and Pearl Resnick Campus

1. Weiler Hospital
2. Robbins Auditorium
3. Chanin Institute for Cancer Research
4. Forchheimer Medical Science Building
 - Gottesman Library
 - Friedman Lounge
5. Golding Building
6. Ullmann Research Center for Health Sciences
7. Belfer Education Center for Health Sciences
8. Mazer Building
9. Lubin Dining Hall, Singer Faculty Club
10. Gruss Magnetic Resonance Research Center
11. Early Childhood Center
12. Rousso Building
13. Eastchester Road Residence Complex
14. Parking Garage
15. Falk Recreation Center
16. Rose F. Kennedy Center
17. The Michael F. Price Center for Genetic and Translational Medicine/Harold and Muriel Block Pavilion
18. Van Etten Building

JACOBI MEDICAL CENTER

19. Nurses' Residence
20. Jacobi Medical Center
21. Jacobi Staff Residence



Building Connections

- Elevators
- ▼ Bridge Location
- Bridge
- C Cellar
- B Basement
- LL Lobby
- G Ground Floor
- 1 First Floor
- 2 Second Floor
- 3 Third Floor
- 4 Fourth Floor
- 5 Fifth Floor
- 6 Sixth Floor
- 7 Seventh Floor
- 8 Eighth Floor
- 9 Ninth Floor

