



Day One Guide to Yeshiva University



Yeshiva University



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Your first days at Yeshiva University 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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Yeshiva University Overview

In its 124th year, Yeshiva University is the country's oldest and most comprehensive institution combining Jewish scholarship with academic excellence and achievement in the liberal arts and sciences, medicine, law, business, social work, psychology, Jewish studies and education.

YU reflects a centuries-old commitment to the advancement of human knowledge and ethics.

PRESIDENT

Richard M. Joel, JD

CHANCELLOR

Norman Lamm, PhD

FOUNDED

1886

STUDENTS

7,356 Total

3,191* Undergraduate

3,413 Graduate and
professional schools

227 At YU's affiliated
Rabbi Isaac Elchanan

Theological Seminary

525 At YU's affiliated
high schools

* includes students in S. Daniel Abraham
Israel Program

UNDERGRADUATE STUDENT-FACULTY RATIO

8:1

ANNUAL SPONSORED RESEARCH

\$220 million

INVESTMENTS

\$1.3 billion (as of Sept. 30, 2009)

DEGREES

2,013* Conferred in 2009

967* Undergraduate

513 Graduate

533 Professional degrees

* includes undergraduate associate degrees

ALUMNI

58,462

SERVICE

Projects serving New York City, the Jewish
community and the nation in such areas as
medicine, Jewish education, social work,
law, mental health, and youth services.

ANNUAL UNIVERSITY OPERATING BUDGET

Approx. \$641 million

(fiscal year 2008–2009)



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 YU.

Before Your First Day

- Sign and return your Offer Letter.
- Complete the [Employee Health and Safety Orientation Quiz](#)
- 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](#) websites.
- Review the [Employee Handbook](#). You will be asked to sign the Acknowledgement on your first day.
- Conflict of Interest Disclosure Form (in 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.
- [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.
- [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

- Register with [Alert Find](#) – the Campus Emergency Notification System.
- When you report to work on your first day, you should check in with HR, 90 Laurel Hill Terrace.
- Attend Orientation. Complete Notice of Acknowledgement of Pay Rate and Payday Form
- Pick up your Employee ID from Security – 521 West 185th Street.



Payroll

The University processes payroll for employees on a bi-weekly basis according to the University payroll [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 [Associate Payroll Manager](#) at 212-960-5400 x5485. 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](#)

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.



YU Administrative Departments

Office of the President

Communications and Public Affairs – internal and external communications, including media relations, branding, marketing, publications, community and governmental relations, and the Einstein web site.

Deans and Directors – Schools include the Azrieli Graduate School of Jewish Education and Administration, Philip and Sarah Belz School of Jewish Music , Benjamin N. Cardozo School of Law, Albert Einstein College of Medicine, Ferkauf Graduate School of Psychology, Sue Golding Graduate Division of Medical Sciences - Albert Einstein College of Medicine, Bernard Revel Graduate School of Jewish Studies and the Wilf Campus Division of Academic Jewish Studies, Stern College for Women, Sy Syms School of Business, Undergraduate Jewish Studies, University Libraries, Wurzweiler School of Social Work and Yeshiva College

Finance – budgeting and accounting of all Einstein's financial activity

Office of the General Counsel – provides legal services to Yeshiva University and its affiliates

Human Resources

- University Benefits
- University Compensation
- Diversity & Affirmative Action
- Employee Relations & Talent Development
- Human Resource Services/Recruitment
- Human Resource Technology

Institutional Advancement

Information Technology Services – provides technology solutions for faculty and staff in support of teaching, research, and administration

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

Administrative Services

- Production
- Facilities Services
- Safety & Security
- Food Services



Our Community

The Wilf Campus is located in Washington Heights on the high ridge of Upper Manhattan. This is the area from West 181st Street to West 155th Street – bordered by Fort Washington Park and the Hudson River to the West; High Bridge Park and the Harlem River to the east.

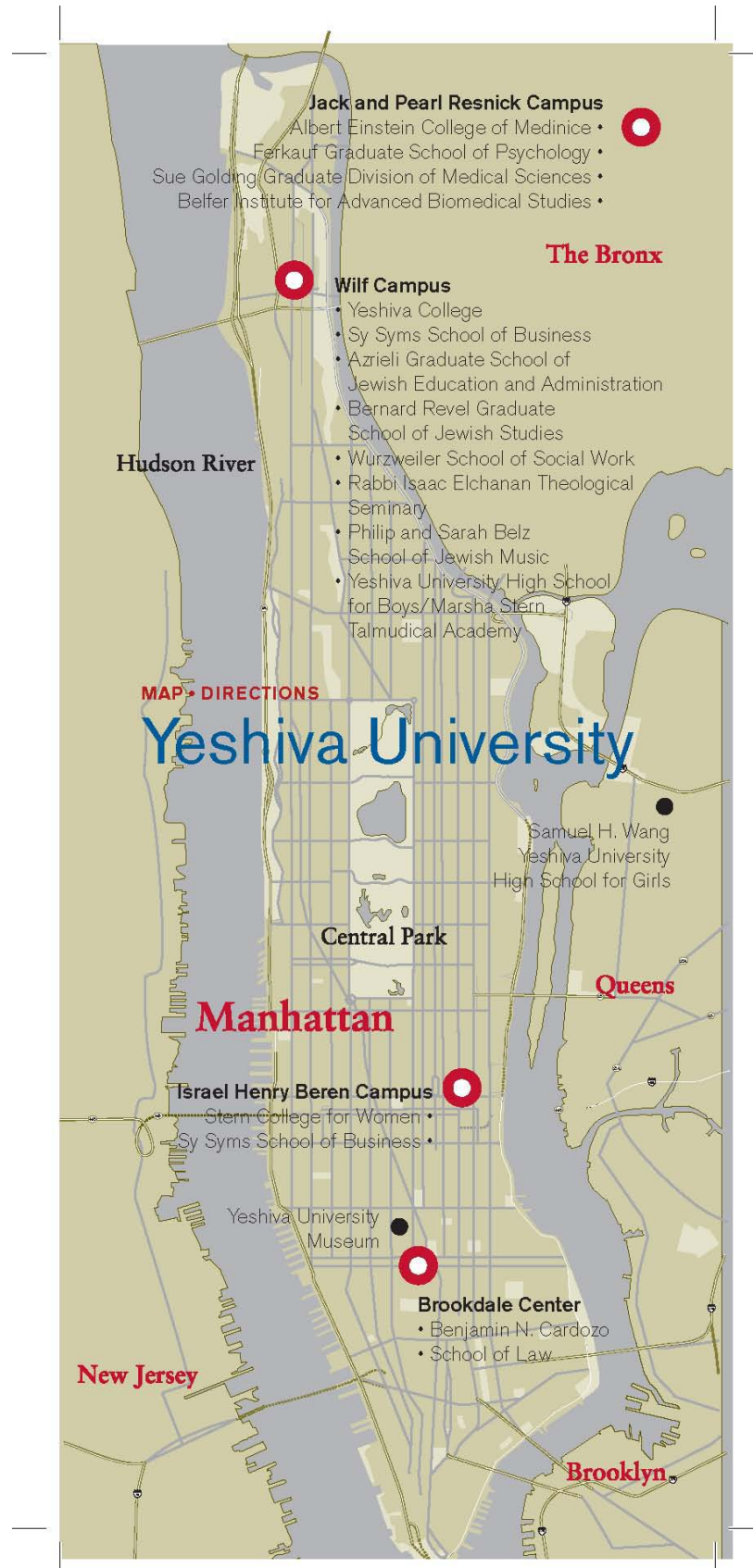
Ten blocks from the northern end of Washington Heights, in [Bennett Park](#), is a plaque marking Manhattan's highest natural elevation, 265 ft (80.8 m) above sea level and the location of Fort Washington, the Revolutionary War camp of General George Washington and his troops.

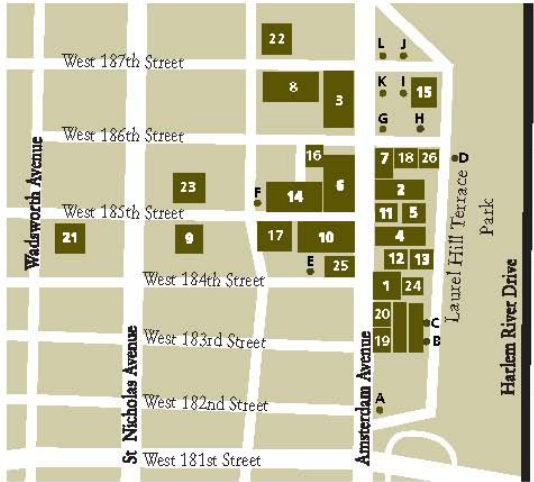
The best known cultural site and tourist attraction in Washington Heights is [The Cloisters](#), a branch of the Metropolitan Museum of Art devoted to Medieval art and architecture.

<p>Outdoor Activities</p> <ul style="list-style-type: none"> ▪ Bronx Zoo ▪ Ellis Island ▪ Empire State Building ▪ Grand Central Terminal ▪ New York Botanical Garden ▪ Radio City Music Hall ▪ Statue of Liberty ▪ United Nations 	<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/Museums & Libraries</p> <ul style="list-style-type: none"> ▪ American Museum of Natural History – Hayden Planetarium ▪ Broadway Tickets ▪ Carnegie Hall ▪ Guggenheim Museum ▪ Jewish Museum ▪ Lincoln Center ▪ Metropolitan Museum of Art ▪ MOMA ▪ New York Public Library 	<p>NYC Transportation</p> <ul style="list-style-type: none"> ▪ MetroCommute: NYC Traffic and Transit Information ▪ New York City Buses ▪ New York City Subways ▪ Off the Street Parking ▪ Parking Guide ▪ Parking Rules



Maps





Wilf Campus

**Yeshiva College • Sy Syms School of Business
Bernard Revel Graduate School of Jewish Studies
Wurzweiler School of Social Work • Azrieli Graduate
School of Jewish Education and Administration •
Rabbi Isaac Elchanan Theological Seminary • Philip
and Sarah Belz School of Jewish Music • Yeshiva
University High School for Boys/Marsha Stern
Talmudical Academy**
212.960.5400

1. Belfer Hall
 - Weissberg Commons
 - Sky Café
2. Strenger Residence Hall
3. Zysman Hall
 - Lamport Auditorium
 - Harry Fischel Beit Midrash
4. Rubin Residence Hall
 - Furman Dining Hall
 - Lipschutz-Gutwirth Study Hall
5. Max Stern Athletic Center, Benjamin Gottesman Pool
6. Gottesman Library
 - Nagel Family Atrium and Student Commons
 - Heights Lounge
7. Morgenstern Residence Hall
8. Muss Residence Hall
9. Schottenstein Center
 - Shenk Synagogue
10. Furst Hall
11. Danciger Quadrangle
12. Tenzer Garden

13. Benefactors Wall
14. Jacob and Dreizel Glueck Center for Jewish Study
15. Student Support Services

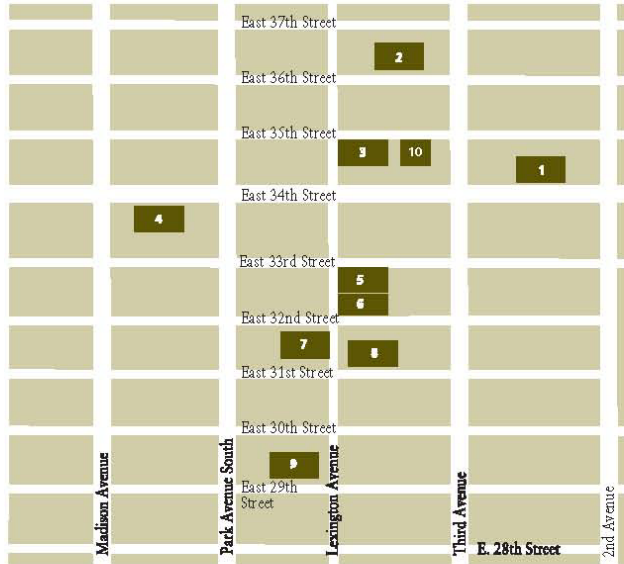
16-24. YU Parking

- 16. Lot A
 - 17. Lot B
 - 18. Lot C
 - 19. Lot D
 - 20. Lot E
 - 21. Lot F
 - 22. Lot G
 - 23. Lot H
 - 24. Lot L
25. 501 West 184th Street
 - YU Offices/Dougie's
 26. 90 Laurel Hill Terrace
 - Human Resources
 - Career Development Center

Independent Housing Program

- A – 497 West 182 Street
 - B, C, D – 24, 36, 90
Laurel Hill Terrace
 - E – 501 West 184 Street
 - F – 521 West 185 Street
- Security Offices
- G, H – 475, 495 West
186 Street
 - I, J, K, L – 480, 485, 490, 495 West 187 Street





Israel Henry Beren Campus

Stern College for Women

Sy Syms School of Business

212.340.7700

1. Geraldine Schottenstein Cultural Center
(239–241 East 34th Street)
2. 36th Street Residence Hall (151 East 36th Street)
3. Ronald P. Stanton Hall
(245/251/253 Lexington Avenue)
 - Laulicht Commons
 - Kushner Dining Hall
 - Lea and Leon Eisenberg Beit Midrash
 - Koch Auditorium
 - Security Offices
4. Brookdale Residence Hall (50 East 34th Street)
5. 215 Lexington Avenue
 - David Yagoda Commons
 - President's Office
 - Trustee Board Room
6. 205 Lexington Avenue
 - 14th Floor Office of the Dean
7. Lexington Plaza (Independent Housing,
184 Lexington Avenue)
8. Windsor Court
(Independent Housing, 151–155 East 31st Street)
9. Jerome and Geraldine Schottenstein Residence Hall
(119–121 East 29th Street)
 - Beatrice Diener Dining Hall
 - Ivry Student Center
10. 35th Street Residence Hall
(150 East 35th Street)



Brookdale Center

Benjamin N. Cardozo School of Law

212.790.0200

1. Benjamin N. Cardozo School of Law/Bookdale Center (55 Fifth Avenue)
 - Jacob Burns Moot Court
 - Greenberg Center for Student Life
2. Cardozo Student Residence (15 East 11th Street)
3. Yeshiva University Museum (15 West 16th Street) at the Center for Jewish History