



*Welcome!*

---

Albert Einstein College of Medicine  
New Hire Orientation Booklet



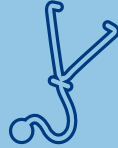
Montefiore



## *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).

# Table of Contents

Welcome to Einstein ..... 1

Diversity & Inclusion at Einstein ..... 2

Covid-19 Everyday Essentials ..... 4

Campus Map ..... 6

Welcome to Our Neighborhood ..... 8

Security & Transportation ..... 10

Banner—Employee Portal Instructions ..... 12

Einstein Employee Discounts ..... 18

Holiday Schedule ..... 19

The Work Number ..... 20

Academic Federal Credit Union ..... 21

Fidelity Investment Services ..... 22

Work Injury Nurse Line ..... 23

Employee Assistance Program ..... 24

Falk Recreation Center ..... 25

LinkedIn Learning ..... 26

Daycare Center Program ..... 27

Bank of America ..... 28

## 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

**Michele Russo**  
*Director of HR Technology & Compensation*  
 718.430.2562

**Lani Allen**  
*Director, Talent Acquisition*  
 718.430.2875







**Yvonne M. Ramirez**  
Vice President  
Human Resources

Jack and Pearl Resnick Campus  
1300 Morris Park Avenue  
Belfer 1209  
Bronx, New York 10461

718.430.2541 718.430.8542 fax  
yvonne.ramirez@einsteinmed.org  
www.einsteinmed.org/HR

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



## *Diversity and Inclusion Vision Statement*

Albert Einstein College of Medicine recognizes that having a diverse and inclusive institution is critical to success, and we reaffirm our fervent commitment to fostering a culture in which diversity is a central tenet. Both the Association of American Medical Colleges and the National Institutes of Health (NIH) have asserted the necessity of increasing diversity in medical schools and embracing a diverse and culturally competent physician and scientist workforce. We join medical schools nationwide that are developing strategic plans for promoting diversity as a core value and significant priority in medical education and the biomedical sciences.

### **OUR LEGACY**

In 1951, Albert Einstein penned his historic letter to Dr. Samuel Belkin, then president of Yeshiva University, indicating his satisfaction that a new medical school that would “welcome students from all creeds and races” was to be established. Such a commitment was bold during this period in history. Two years later, he would agree to the school being named in his honor. Throughout his life, Einstein sought to fight inequality and used his platform to actively and publicly dedicate himself to social justice. Our institution, honored with his name, commits to serving as a beacon of social change and equity in the fields of biomedical research, medicine and medical education.

### **OUR LOCATION**

Our school is located in the Bronx, a borough of New York City. We are a vibrant community of 1.4 million people and have a multitude of different cultures represented here. Despite all of the amazing features that make us who we are, the Bronx is currently the poorest urban county in the United States. Therefore, given our mission of social justice, Montefiore-Einstein works with our neighbors to provide accessible and equitable healthcare for all.

### **OUR FOCUS**

At Einstein, we value all people and perspectives that make us unique and increase our diversity at large. Albert Einstein College of Medicine reaffirms its commitment to recruiting, retaining and advancing individuals from historically underrepresented and marginalized minority groups in the scientific and medical professions. At the College of Medicine, this includes, (in no particular order, and is not limited to) women, individuals who are black, Latino/Latina; Pacific Islander or indigenous Americans; individuals from new immigrant populations; individuals with both apparent and nonapparent disabilities; all sexual and gender minorities, including lesbian, gay, bisexual, asexual and queer people as well as transgender, gender-nonconforming and intersex individuals; religious minorities and individuals from economically disadvantaged backgrounds.

### **CONCLUSION**

Equal employment will continue to be a fundamental principle at Einstein. It is our priority to treat everyone fairly, and we are committed to complying with all laws and regulations governing equal employment and becoming a role model for active inclusivity. With social justice and public health issues particularly magnified in the Bronx, it is our duty to provide the best care, produce the best science and train the best future physicians and scientists—a task that can be accomplished only with a highly diverse and inclusive institutional climate. Diversity is a fundamental part of the excellence necessary to best serve the community and rectify disparities in health, healthcare and science.



For more information about diversity at Einstein and to view our Diversity and Inclusion Strategic Plan for Excellence, visit [einsteinmed.org/diversity](http://einsteinmed.org/diversity).





## COVID-19 Everyday Essentials

While we've come a long way in the COVID-19 journey, there still is no road map or definitive GPS indicating the route ahead. As you navigate this uncharted territory, we will look to provide you with information and updates—including checklists, signage, and resources you'll need—so that your campus experience is as easy for you as possible.

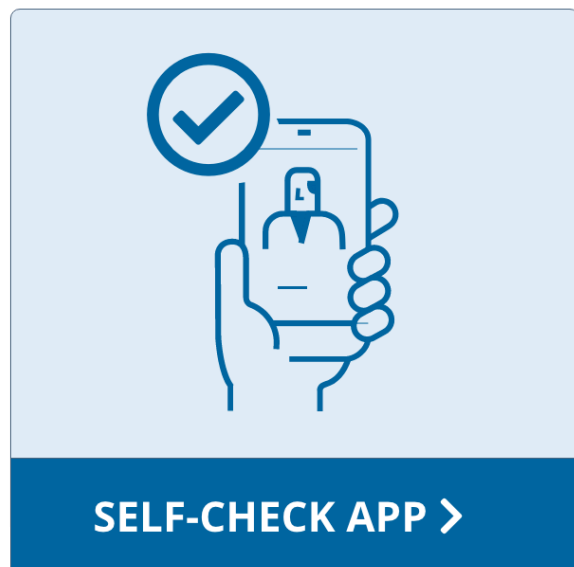
### DAILY HEALTH SELF-CHECK MONITORING

All individuals entering the Einstein campus will be required to perform a daily "health self-check." This self-assessment will be done using an app, the date/time-stamp results of which you must show at each building entrance that you use throughout the day. A limited number of paper forms will be made available to visitors and contractors only upon their arrival at any campus building entrance.

If you report a temperature that is below 100.4° F (38° C) and satisfactorily answer all other questions, you will be permitted entry.

If you report a temperature that is 100.4° F (38° C) or higher, you will not be allowed entry to campus, and you will be instructed to contact your supervisor, occupational health services, and your physician, if necessary.

If you refuse to complete the daily health self-check, you will also be refused access to any building on campus. Personal data will not be kept by the College of Medicine.



### BUILDING ACCESS/LIMITED ENTRANCES

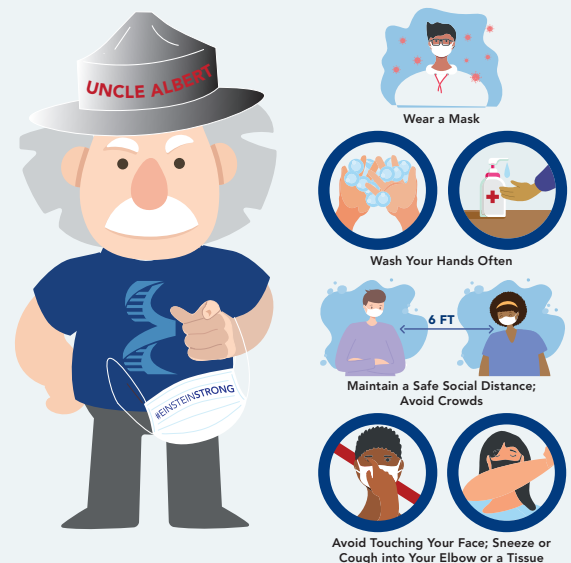
Access to buildings will be limited, with the following measures enacted:

- All buildings will be closed from midnight to 5 a.m.; access during this time period will only be provided to essential building services employees.
- Because the number of security personnel is reduced between the hours of midnight to 7 a.m. on weekdays and from midnight to 5 a.m. on weekends, we prefer that you avoid entering the buildings during these hours. However, if you are scheduled to work during these time frames, you will be able to access buildings through the main entrances of the Forchheimer building, the Price/Block building, and the Kennedy building with proper Einstein identification.

## Only YOU Can Prevent

# COVID-19!

### HERE'S HOW:





## SPACE OUT to Prevent the Spread of COVID-19!

Social distancing can help prevent the spread of germs

Keep at least **6 feet** between  
you and others whenever possible



Wash your hands frequently  
and stay safe!

### SOCIAL DISTANCING

Since people are contagious before they know they're sick, it's important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Following the CDC guidelines on social distancing, Einstein has canceled, modified, or rescheduled the largest campus gatherings until further notice.

## STAY SAFE and #EINSTEINSTRONG



**Face masks/coverings must be worn at all times** when in public spaces, regardless of social distancing



**Face masks/coverings should cover** both your nose and mouth



**Wash or sanitize hands before** putting on a face mask/covering and **remove it from behind** (by straps), without touching the mask

If you are having difficulty wearing a face mask/covering, contact our Occupational Health Service

**Please call the COVID-19 hotline (x3700)**



For more information, please download the guide "Navigating Your Return to Einstein" by scanning this code

### WEARING MASKS

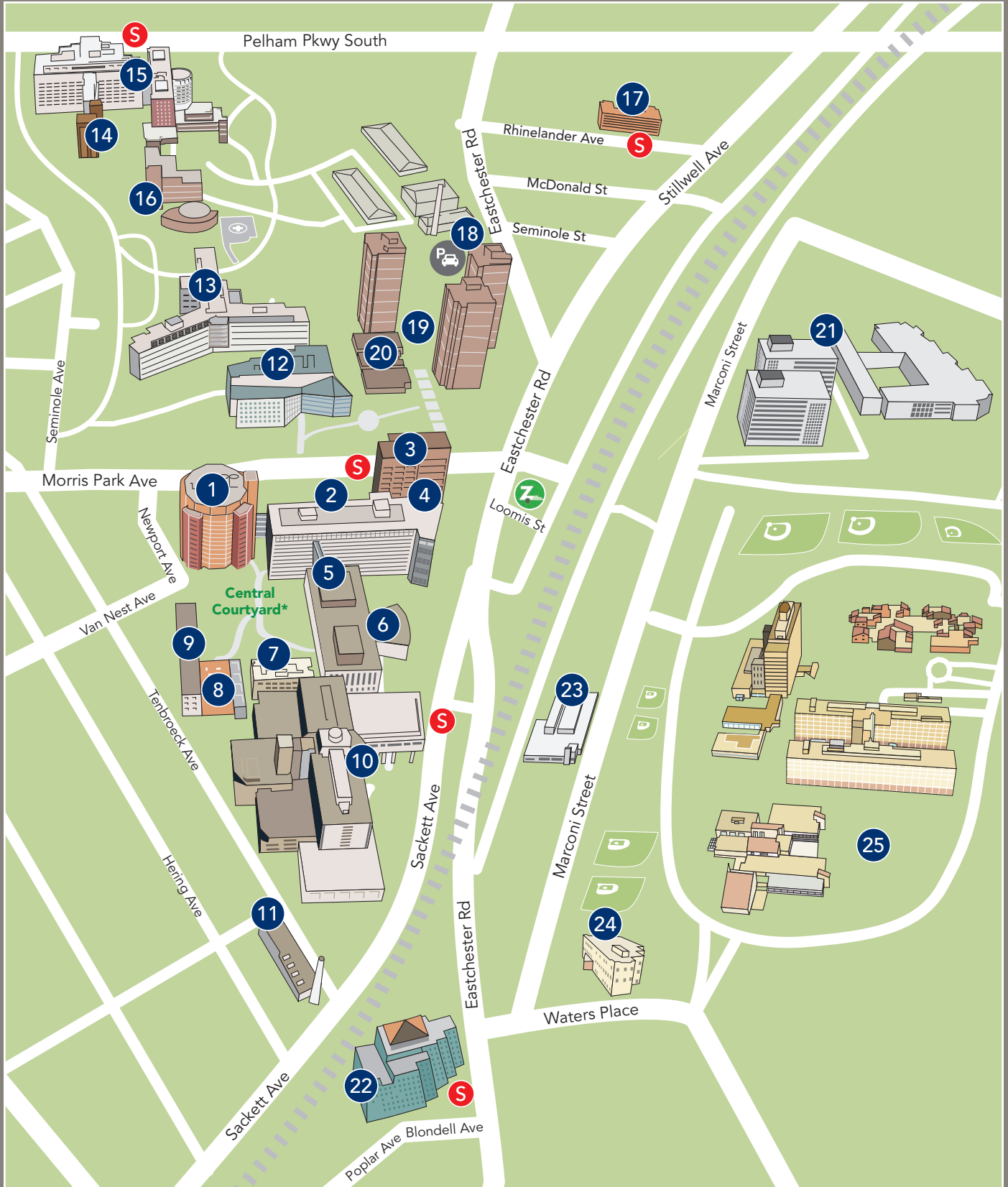
Einstein will provide disposable masks to anyone entering the campus. If you wish, you may wear your own cloth mask. This will help reduce waste and avoid consuming masks that could be provided to caregivers, should the need to address the short supply of PPE continue. Masks/face coverings must be worn by anyone on the Einstein campus in all group settings and public areas, including: reception/receiving areas, hallways, break rooms, conference rooms and other meeting locations. Face masks may be removed in private offices unless a meeting is being held, in which case they must stay on.

For additional information please visit  
our Intranet site dedicated to COVID-19:  
[einsteinmed.org/intranet/coronavirus/](http://einsteinmed.org/intranet/coronavirus/)





# Welcome to our campus!

Jack and Pearl Resnick Campus & Affiliated Sites  
1300 Morris Park Avenue, Bronx, NY 10461



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. Rhineland Residence Hall (1579 Rhineland 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

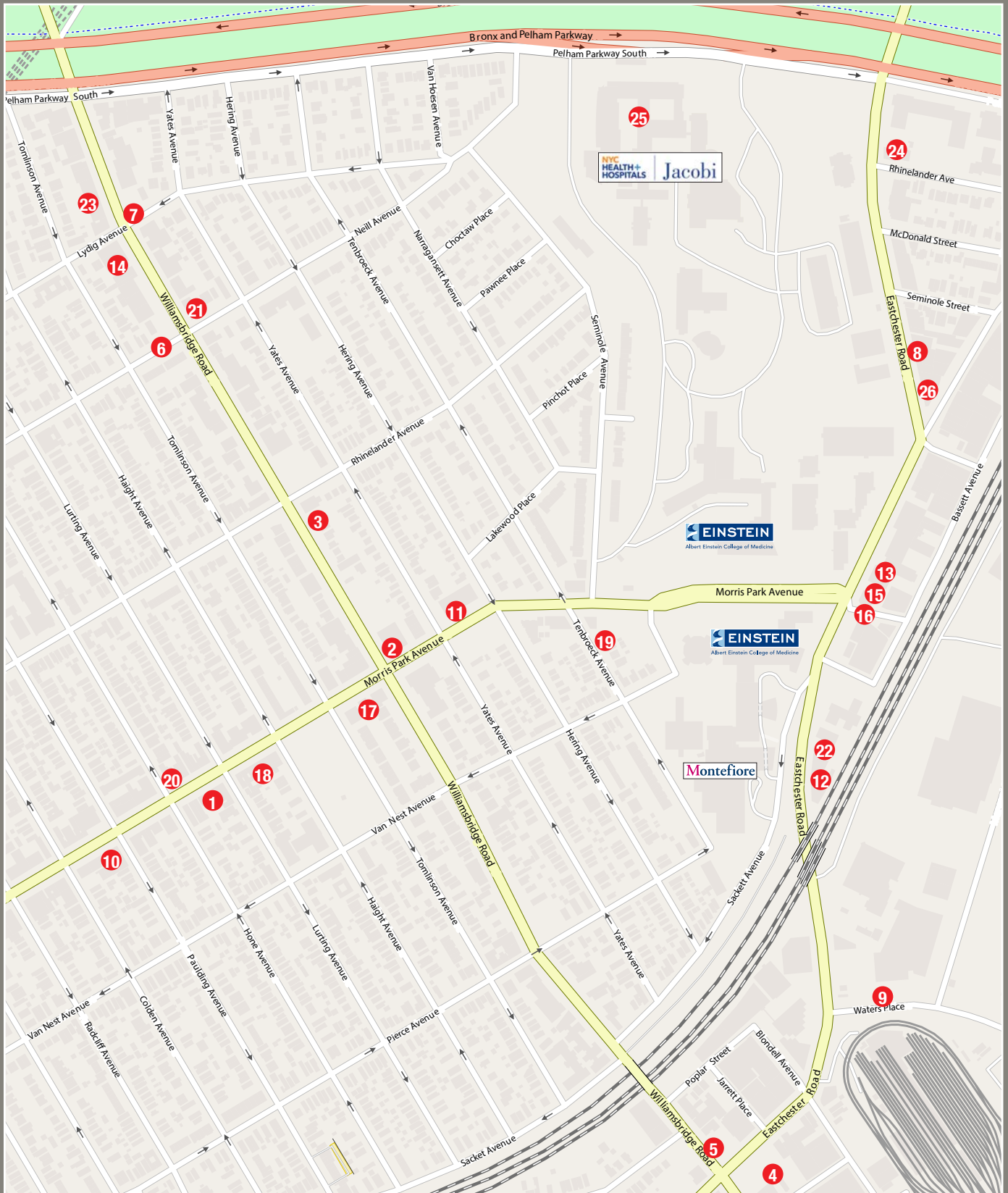
 Zipcar Lot

\* 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. McDonald's McCafe: 1820 Eastchester Road
23. Mr. Q's Gourmet Chinese Restaurant: 2115 Williamsbridge Road
24. China Pavilion: 2102 Eastchester Road
25. Au Bon Pain: 1400 Pelham Pkwy S, inside Jacobi Medical Center (South House Building)
26. Vaya: 2022 Eastchester Road

**QUICK EATS – ON CAMPUS**

Einstein Café: Conveniently 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 be 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.einsteinmed.org/administration/auxiliary-services/security/](http://www.einsteinmed.org/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 Banner Navigation

Begin by accessing the Einstein luminis portal—using your Active Directory username and password credentials (that you will receive from your hiring manager or administrator) to log in at lum-prod.ec.einsteinmed.org.

There are many quick links and resources for easy navigation.

Employee Resources	Employee Quick Links <b>NEW</b>	Benefits Quick Links
<ul style="list-style-type: none"> <li>Employee Self Service</li> <li>Kronos</li> <li>Learning Management</li> <li>Safe Colleges</li> <li>LinkedIn Learning</li> <li>W2s (as of 2020)</li> </ul>	<ul style="list-style-type: none"> <li>View Paystub</li> <li>Update Personal Information</li> <li>View Direct Deposit</li> <li>View W4</li> <li>View EZID</li> </ul>	<ul style="list-style-type: none"> <li>General Information</li> <li>Enroll in Benefits</li> <li>Medical</li> <li>Dental</li> <li>Vision</li> <li>Fidelity Retirement</li> <li>FSA and Commuter Benefits</li> </ul>

To update your personal information including address, phone number, personal email address, emergency contacts, EEO data, and marital status, click onto the **Update Personal Information** link.

Employee Resources	Employee Quick Links <b>NEW</b>	Benefits Quick Links
<ul style="list-style-type: none"> <li>Employee Self Service</li> <li>Kronos</li> <li>Learning Management</li> <li>Safe Colleges</li> <li>LinkedIn Learning</li> <li>W2s (as of 2020)</li> </ul>	<ul style="list-style-type: none"> <li>View Paystub</li> <li>Update Personal Information </li> <li>View Direct Deposit</li> <li>View W4</li> <li>View EZID</li> </ul>	<ul style="list-style-type: none"> <li>General Information</li> <li>Enroll in Benefits</li> <li>Medical</li> <li>Dental</li> <li>Vision</li> <li>Fidelity Retirement</li> <li>FSA and Commuter Benefits</li> </ul>

## UPDATING YOUR ADDRESS

To update your address. Click on **Add New** in the Address section.

Address		 <a href="#">+ Add New</a>
<b>Permanent Home Address</b> Current	<b>W2/Payroll Address</b> Current	

Make sure to update and include both a W2/Payroll and Permanent Home Address by selecting **Type of 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 "Valid Until" box. You will then need to enter a new address with the "Valid From" field filled in (this should be the day after the previous end date).

List the apartment/unit/building number on "Address Line 2."

### Add Address ✕

<b>Type of Address</b>	<b>Valid From</b>	<b>Valid Until</b>
<input style="width: 90%;" type="text" value="Select Address Type"/>	<input style="width: 90%;" type="text" value="MM/dd/yyyy"/>	<input style="width: 90%;" type="text" value="MM/dd/yyyy"/>
<b>Address Line 1</b>	<b>Address Line 2</b>	<b>Address Line 3</b>
<input style="width: 90%;" type="text" value="Enter Address Line 1"/>	<input style="width: 90%;" type="text" value="Enter Address Line 2"/>	<input style="width: 90%;" type="text" value="Enter Address Line 3"/>
<b>Address Line 4</b>	<b>City</b>	<b>State/Province</b>
<input style="width: 90%;" type="text" value="Enter Address Line 4"/>	<input style="width: 90%;" type="text" value="Enter City"/>	<input style="width: 90%;" type="text" value="Select State"/>
<b>County</b>	<b>Zip/Postal Code</b>	<b>Country</b>
<input style="width: 90%;" type="text" value="Select County"/>	<input style="width: 90%;" type="text" value="Enter Zip Code"/>	<input style="width: 90%;" type="text" value="Select Country"/>

Add

### Definitions:

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

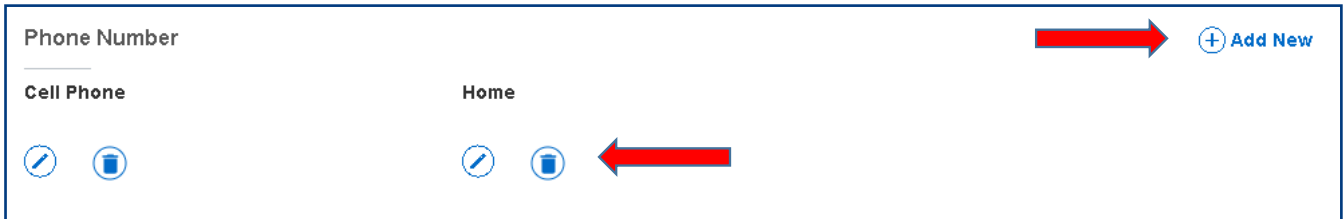
**PR – Permanent Home Address:** This address is typically the same address as your W2 address.



## Employee Self Service Banner Navigation (continued)

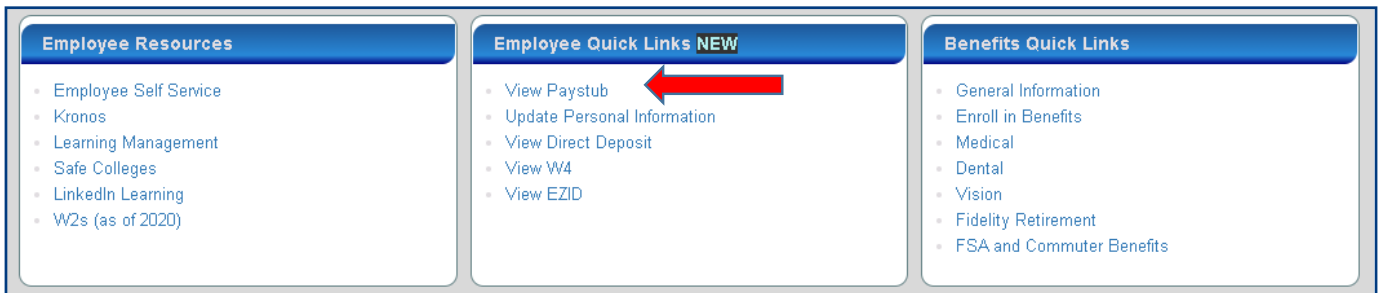
### UPDATING YOUR PHONE NUMBER

To update your phone number, either click on the **Add New** button or click on the pencil to edit an existing number.

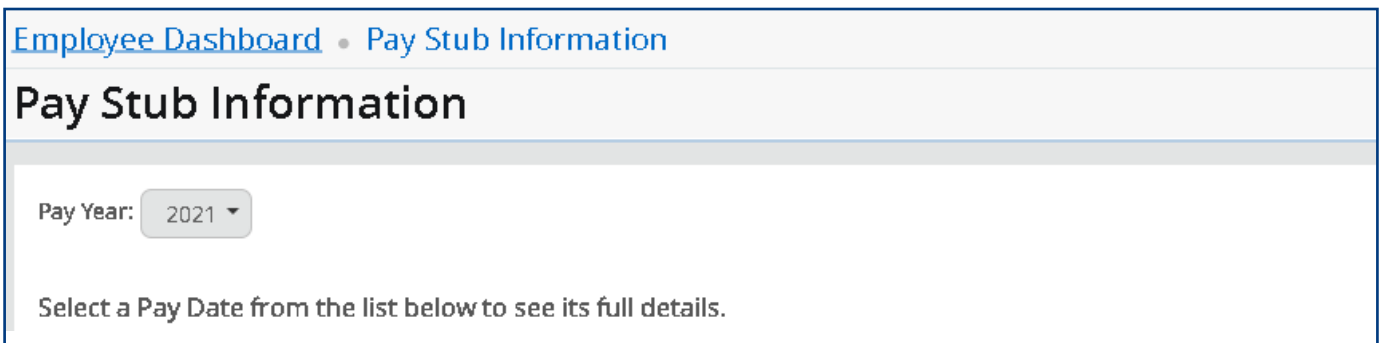


### VIEWING PAYSTUBS

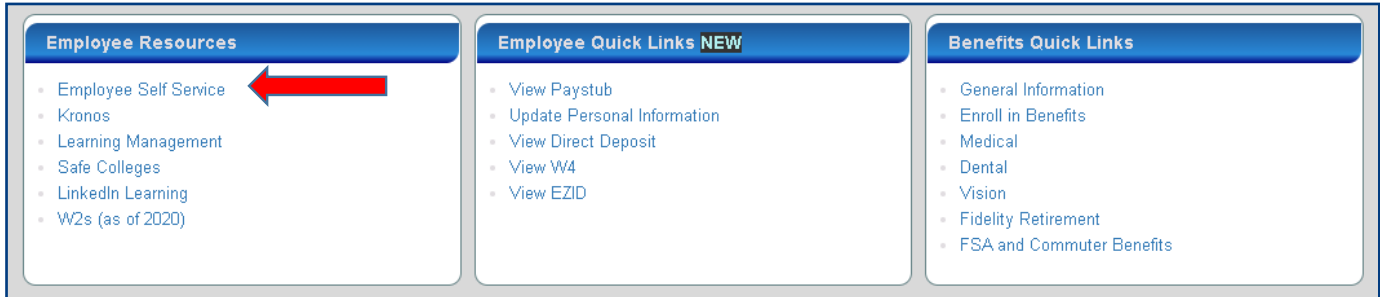
There are two ways to view your Paystub. The first is to click directly onto the **View Paystub** link.



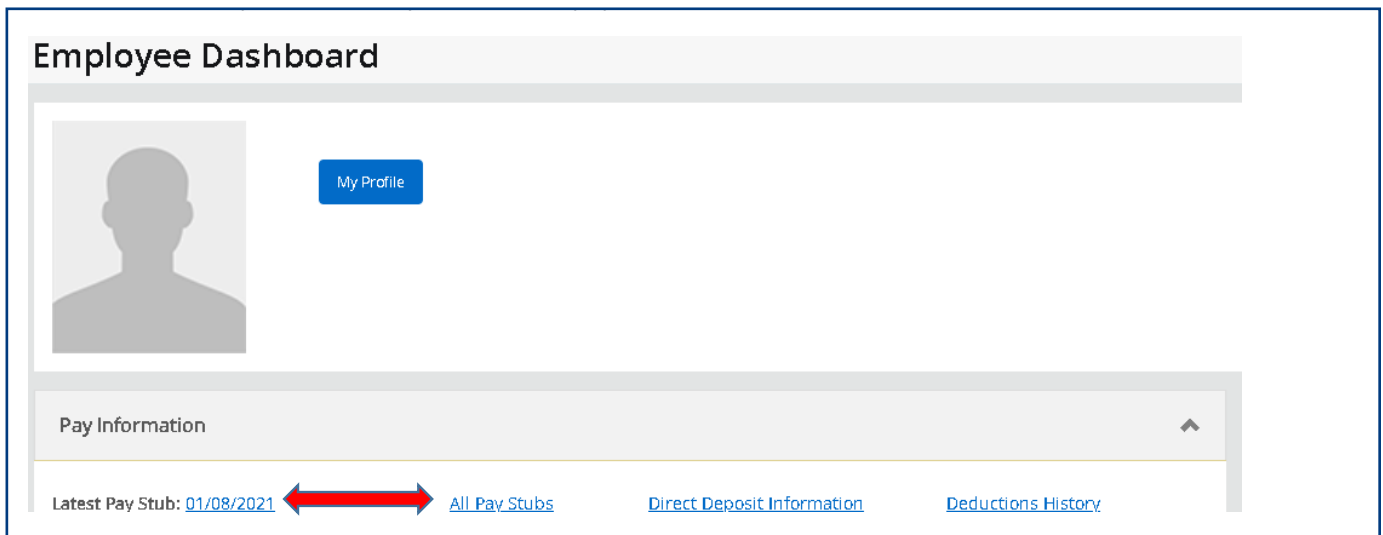
This will take you directly to the list of Paystubs where you can select the intended date



The second option is to navigate within the Employee Self Service platform.



You can either click on the Latest Pay Stub date or you can click on All Pay Stubs. This will bring you to the same list where you can select your intended paystub.



## 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 that 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.
- Kronos can be accessed at <https://portal.einsteinmed.yu.edu> or <https://citrix.einsteinmed.org>.
- 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@einsteinmed.org](mailto:paula.joseph@einsteinmed.org).

### 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@einsteinmed.org](mailto:Jesalyn.Gines@einsteinmed.org) 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 Talent Acquisition at [Lani.Allen@einsteinmed.org](mailto:Lani.Allen@einsteinmed.org).

**EINSTEIN**  
Albert Einstein College of Medicine

Login

Password

Log In

Corporate Login

[Forgot your Login or Password?](#)

**icims**

## 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](mailto:hris-systems@einstein.yu.edu)

**EINSTEIN** **Montefiore**  
Albert Einstein College of Medicine

New User? Activate your account.

Username [Forgot username?](#)

Password [Forgot password?](#)

Remember username

Sign in

© 2016 Halogen Software Inc. All Rights Reserved.

**HALOGEN**  
SOFTWARE

## Staff Discounts

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

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.

### APPLIANCES/AUDIO VISUAL

Leiberts Royal Green Appliance Center  
Stuart Royal / Albert Ng  
914.949.5999  
stuart@leiberts.com / ang@leiberts.com  
*Einstein Pricing*

### COMPUTER

Apple  
Also available at any Apple retail store  
with Einstein ID  
*Educational Pricing*

### CDWG

Chris Eckerman  
866.467.9721  
chriek@cdwg.com  
*Einstein Pricing*

### SOFTWARE/PERIPHERALS

CDWG  
Chris Eckerman  
866.467.9721  
chriek@cdwg.com  
*Einstein Pricing*

### Connection

Mel Bradwell  
518.785.9655  
mel.bradwell@connection.com  
*Einstein Pricing plus free shipping*

### MOBILE & CABLE SERVICES

Alicia Ingenito  
212.519.4692  
alicia.ingenito@g.verizon.com  
19% discount off most voice and data plans

### AT&T Wireless

www.att.com/getiru  
Faculty/Staff Discount Account Number – 2416058  
Student Discount Account Number – 35555264

### HARDWARE/TOOLS

Grainger  
Customer Service  
800.472.4643  
customersupport@grainger.com  
*Einstein Pricing*

### CARPETING & WINDOW TREATMENT

O'Connor's Carpet Center  
Keith O'Connor  
718.409.2020  
keith@oconnorscarpets.com  
*Einstein Pricing*

### HOTELS (for visiting Einstein)

Einstein — Campus Travel Management

### CAR RENTALS

Enterprise Rent-A-Car (All Locations)  
800.RENT.A.CAR  
CD# L24YAEC

### Enterprise Rent-A-Car (Local)

Else Desir  
718.931.6200  
elise.desir@erac.com  
CD# L24YAEC

### National Car Rental (All locations)

800.CAR.RENT  
CD# L24YAEC

### BOTTLED WATER

Ready Refresh  
Ed Basso  
203.515.0382  
edward.basso@waters.nestle.com  
*Einstein Pricing*

### FITNESS & WELLNESS

#### New York Sports Club

Staff discounts available at all NYSC locations as part of Montefiore family. You will need to bring your Einstein identification to confirm employment.

## *Holiday Schedule*

### LEGAL HOLIDAY OBSERVANCES IN 2021

New Year's Day	Friday, January 1
Dr. Martin Luther King Day	Monday, January 18
President's Day	Monday, February 15
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Thanksgiving Day	Thursday, November 25 <sup>1</sup>
Christmas Day	Friday, December 24

<sup>1</sup> Einstein will operate on a skeleton schedule on the day after Thanksgiving (Friday, November 26). 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.

### JEWISH HOLIDAY OBSERVANCES 2021

Passover	Sunday, March 28 Monday, March 29 Saturday, April 3 Sunday, April 4
Shavuot	Monday, May 17 Tuesday, May 18
Rosh Hashanah	Tuesday, September 7* Wednesday, September 8
Yom Kippur	Thursday, September 16
Sukkot	Tuesday, September 21 Wednesday, September 22
Shmini Atzeret	Tuesday, September 28
Simchat Torah	Wednesday, September 29

\*Please note that on the eve of Yom Kippur (Wednesday, September 15) offices will close at 3:00 p.m.

The schedule above lists the days on which the Jewish holidays for 2021 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.

## *The Work Number*



### **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](http://www.theworknumber.com) or 1-800-367-2884

Einstein Employer Code: 17765

Client Service Center:

1-800-996-7566 (voice) or

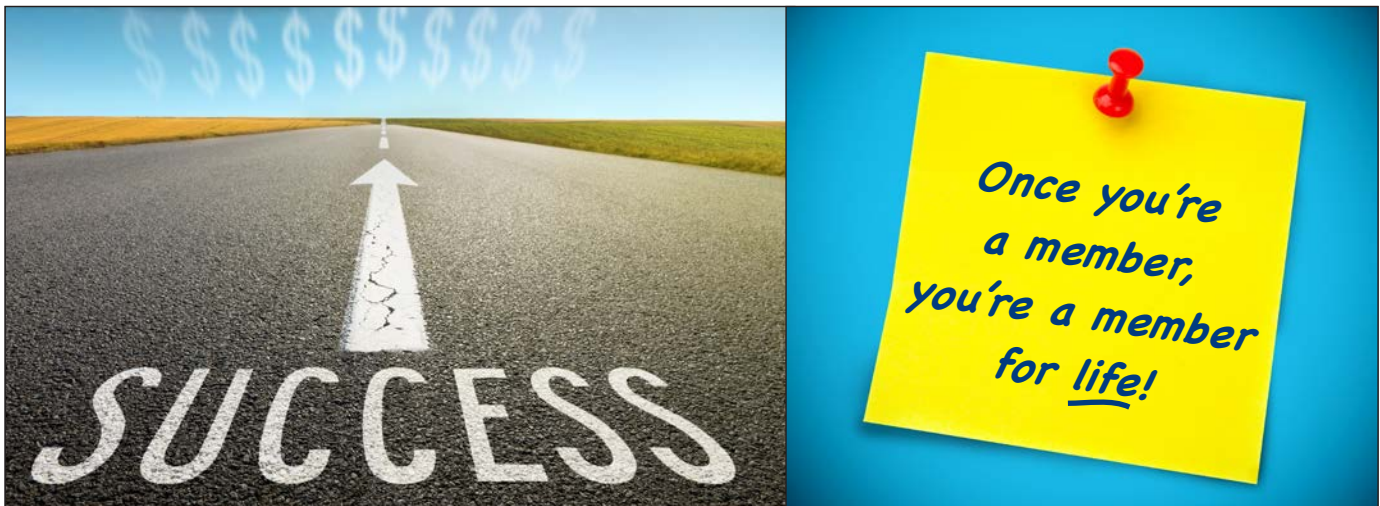
1-800-424-0253 (TTY – Deaf)

Monday – Friday, 7AM – 8PM (CST)





## *Academic Federal Credit Union*



### **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***



## *Fidelity Investments*

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](http://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](http://www.netbenefits.com/yeshiva)  
or call the Fidelity Retirement Benefits Center  
toll-free at 1-855-4YU-SAVE (1-855-498-7283).



Montefiore



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.

Fidelity Brokerage Services LLC, Member NYSE, SIPC, 900 Salem Street, Smithfield, RI 02917. © 2011 FMR LLC. All rights reserved. 395266.9.0

## *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.

*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.*

**Call 911 for Medical Emergencies**

**Llame al 911 para emergencias médicas**

## *Learn More About the New Einstein EAP Program!*

**Einstein's Employee Assistance Program (EAP)** is available 24/7 to help you and your immediate family members with any personal problems that may arise. The EAP is offered at no cost to you. Counseling and consultations are provided through an independent organization to assure that the help you receive is completely confidential.

Effective February 1, 2019, Einstein's EAP will be provided by a new vendor, **Carebridge**. Carebridge provides referrals for five short-term counseling sessions for a range of issues, including emotional and mental health concerns. You also have unlimited access to Work-Life Specialists to help you identify and clarify your concerns, look at options, and develop a plan of action. If additional assistance is needed, you will be referred to the most appropriate and affordable resources.

Some of the most commonly used services include:

- College Planning
- Convenience Services
- Depression/Anxiety
- Eldercare Resources
- Financial Wellness
- Parenting/Child Care
- Relationship Counseling
- Stress Management
- Substance Abuse

### **Connecting with Carebridge is easy.**

Just call the toll-free number **844.300.6072** or email **[clientservice@carebridge.com](mailto:clientservice@carebridge.com)**.

You can also visit **[www.myliferesource.com](http://www.myliferesource.com)**, access code: **C4NKN** for online articles, videos, locators and a discount shopping center.





## *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.einsteinmed.org/intranet/departments/falk-center/](http://www.einsteinmed.org/intranet/departments/falk-center/)***





Albert Einstein College of Medicine

Einstein's Human Resources and Information Technology departments have collaborated to bring **LINKEDIN LEARNING** to Einstein.



## ONLINE TRAINING

Einstein's employees, students and faculty members have free unlimited access to **LINKEDIN LEARNING**.

HUMANITY  
INNOVATION  
**VALUES**  
EQUITY  
DIVERSITY  
TEAMWORK

### LINKEDIN LEARNING

Einstein's Human Resources and Information Technology departments have collaborated to bring LinkedIn Learning to Einstein.

### ONLINE TRAINING

Einstein's employees, students and faculty members have free unlimited access to LinkedIn Learning.

### WHAT IS LINKEDIN LEARNING?

LinkedIn Learning is an industry leader in online learning with over 4,000 expert led, online courses and video tutorials. With courses for all skill levels and on-the-go learning from your laptop, tablet and mobile device. LinkedIn Learning is a great resource — whether as a supplement for a course, for professional development, or learning technology skills.

### GETTING THE MOST OUT OF LINKEDIN LEARNING

**in STAFF:** Learn business, professional development and technical skills such as Microsoft, Adobe Creative Suite, Share Point, etc.

**in FACULTY:** Include LINKEDIN LEARNING in your syllabi to incorporate courses on SPSS Statistics and MATLAB

**in STUDENTS:** Learn techniques, programs and software skills for your projects

### FEATURES AND BENEFITS OF LINKEDIN LEARNING

- Download exercise files and practice applying knowledge as you go
- Bookmark your favorite courses or videos
- Earn a certificates of course completion
- Create, share and track course playlists



LEARNING

## How to Log-In:

1. Use the **Google Chrome** browser to enter **www.linkedin.com/learning**
2. Click the **Sign In** link at the top right of the screen
3. On the Welcome page, click **Sign in with your organization portal**
4. Enter Einstein's URL, **einsteinmed.org**

## Daycare Center Program



Albert Einstein College of Medicine partners with neighboring daycare facilities to support your childcare needs. We also offer a grant of \$200 per child per month to help subsidize the cost of child care at these facilities. This grant is only available to medical students, graduate students and post-doctoral research fellows.

***For more information, please contact:***

**Office of Vice President for Human Resources**

**Sheri Robertson**

**[Sheri.Robertson@einsteinmed.org](mailto:Sheri.Robertson@einsteinmed.org)**

## *Bank of America*



### **BANKING AND INVESTING PROGRAM FOR EMPLOYEES AND GRADUATE STUDENTS OF THE ALBERT EINSTEIN COLLEGE OF MEDICINE**

Albert Einstein College of Medicine full and part time active employees and graduate students of the college are eligible for the Banking and Investing Program. Employees can get a special bundle of no-fee banking services from Bank of America on accounts receiving an Albert Einstein College of Medicine payroll direct deposit. Just open a new eligible Bank of America personal checking or savings account and direct your Albert Einstein College of Medicine payroll deposit into the account. In addition to banking benefits from Bank of America, Albert Einstein College of Medicine employees also have access to investment products from Merrill.

The Banking and Investing Program for Albert Einstein College of Medicine provides fee waivers on qualified Bank of America® personal checking and savings accounts:

- Monthly maintenance fees
- Non-Bank of America ATM fees (fees we charge you for using another bank's ATM anywhere in the world) — international transaction fees and fees charged by other ATM operators will still apply
- Wire transfers: Incoming and outgoing Bank of America domestic wire transfer fees
- Debit and ATM card replacement fee (including rush replacement fee)
- Overdraft protection transfer fees from your eligible linked savings or secondary checking account or line of credit, excluding credit cards
- Check image service and check copies
- Stop payments and statement copies
- Non-Bank of America teller withdrawal fees

There is a dedicated team of specialists to help you with any questions you may have on the Banking and Investing Program for Montefiore/Albert Einstein College of Medicine or to help you enroll. **To speak to a specialist, call 888.383.7200 or visit [go.bofa.com/Montefiore](http://go.bofa.com/Montefiore).**









## **Department of Human Resources**

Belfer Educational Center, 12th Floor  
1300 Morris Park Avenue  
Bronx, New York 10461

[www.einstein.yu.edu/HR](http://www.einstein.yu.edu/HR)