



## Mount Sinai Hospital House Staff

### Information on Paychecks, Tax Forms and Benefits

Start Date: July 1, 2021

#### When will I receive my first paycheck?

Residents and fellows with a hire date of July 1, 2021 will receive their first paycheck on July 9, 2021, covering the week of July 1-2 (2 days). If you have not completed direct deposit on time the first paycheck will be a pay card. The GME Office will be collecting these pay cards and notifying your program coordinator for pickup. Please make every effort to complete your Direct Deposit by Monday July 5 (instructions below).

#### Where can I see my pay checks?

To see your pay check slips you will log into **Sinai Cloud** at <https://ejis.fa.us6.oraclecloud.com/> (use Google Chrome for best results).

For more information on your Sinai Cloud pay stub please go here:

<https://msh.careteamapp.com/uploads/Sinai-Cloud-Paystubs.pdf>

#### How will I sign up for direct deposit?

Within 3 days after your hire date please login to the **Sinai Cloud** at <https://ejis.fa.us6.oraclecloud.com/> (use Google Chrome for best results) and go to **Me tab>Pay tile>Payment Methods** to complete your direct deposit.

Please find further instructions here:

[https://msh.careteamapp.com/uploads/Sinai-Cloud\\_Direct-Deposit-Instructions.pdf](https://msh.careteamapp.com/uploads/Sinai-Cloud_Direct-Deposit-Instructions.pdf)

#### How will I complete my tax forms and update my address/emergency contacts?

Within 3 days after your hire date you will be able to complete your tax forms (W-4, IT-2104) and address change in the **Sinai Cloud** at <https://ejis.fa.us6.oraclecloud.com/> (use Google Chrome for best results) by going to the and **Me tab>Pay tile>Payment Methods>Tax Withholding** for tax forms and **Me Tab>Personal Information tile** to update your address and emergency contacts.

Please find further instructions here:

[https://msh.careteamapp.com/uploads/Sinai-Cloud\\_Direct-Deposit-Instructions.pdf](https://msh.careteamapp.com/uploads/Sinai-Cloud_Direct-Deposit-Instructions.pdf)

[https://msh.careteamapp.com/uploads/Sinai-Cloud\\_Address-Change-Instructions.pdf](https://msh.careteamapp.com/uploads/Sinai-Cloud_Address-Change-Instructions.pdf)

#### When will I receive notification to sign up for benefits?

Within 1 week after your hire date you will receive an email with instructions for benefits enrollment.

This enrollment process will include Medical, Dental, Vision, Transit/Parking, Disability and Life Insurance. Enrollment will occur in the Sinai Cloud and instructions can be found here:

[https://msh.careteamapp.com/uploads/Sinai-Cloud\\_Benefits-Enrollment-Instructions.pdf](https://msh.careteamapp.com/uploads/Sinai-Cloud_Benefits-Enrollment-Instructions.pdf)

For any house staff with a hire date on July 1, benefits will be effective beginning July 1. (Note to off-cycle house staff: Benefits are effective beginning on your hire date.)

Should you select the Sinai Choice Plan (medical), you will have no pre-tax contribution from your pay check for you, your spouse or your dependents. The dental and vision plans also have no pre-tax contribution for you, your spouse or your dependents.

You have 30 days to either enroll in or decline coverage. If you do not enroll in or decline coverage by July 31 you will be set to default coverage and will not be able to drop or change coverage until open enrollment in October 2021.

Benefits cards will be mailed to the address you have entered in Sinai Cloud, so it is important that you follow the instructions above for updating your address as soon as possible. Note: Benefit cards are not mailed for dental or vision plans; you may print these from your online account(s). It may take 2-3 weeks after enrollment to receive your benefit cards.

The **Benefits Center** can be reached at 646-605-4620, Monday through Friday, 9 AM to 5 PM ET if you should you have any questions about your enrollment or plans.

**What if I need help finding a Mount Sinai Health System Top Tier primary care provider, understanding my medical benefits, or resolving a medical bill or insurance claim?**

If you have questions about your medical benefits, including assistance to find a Mount Sinai Health System Top Tier primary care provider, please connect with Accolade, the Mount Sinai benefits advocacy service, by calling 844.287.3868, visiting [www.accolade.com](http://www.accolade.com), or sending a secure message through the Accolade mobile app, which may be downloaded from the Apple App store or Google Play. Accolade's hours are Monday-Friday, 8 AM to 8 PM.

**When can I enroll in the Retirement Benefits Plan (TIAA):**

To enroll in the 403(b) Retirement Plan log on to [www.tiaa.org/mountsinai](http://www.tiaa.org/mountsinai) at least two weeks after receiving your first paycheck. Employee contributions may be as little as 1% of pay or as much as 70% of pay, but may not exceed the 2021 IRS limit of \$19,500 for those under 50 years old and \$26,000 for those age 50 years and over. There are no employer matching contributions for residents/fellows. A summary of TIAA plan information can be found here: <https://msh.careteamapp.com/uploads/TIAA-Retirement-Plan-Information.pdf>

**To find Resident-Fellow Onboarding Resources and other useful information please go the CareTeam App:** <https://msh.careteamapp.com/directory>