



## Mount Sinai Hospital House Staff

### Information on Paychecks, Tax Forms and Benefits

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

Hire Date	First Pay Date	Days Paid	Complete Direct Deposit
July 1	July 21, 2023	10 Days (weeks of July 3/10)	July 12
August 1	August 18, 2023	9 Days (weeks of July 31/Aug 8)	August 9

If you have not completed direct deposit on time the first paycheck will be a paper pay check. Please make every effort to complete your Direct Deposit by the date above (see instructions below).

Please note: you will be on a bi-weekly pay-cycle, with pay day on Friday for the prior 2 weeks (ex: Friday, July 21 pay day for weeks of July 3 and July 11; weeks of July 17 and July 24 would be included in your August 4 paycheck).

#### Where can I see my paychecks?

To see your paycheck slips you will log into **Sinai Cloud** using your Single Sign-On 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-Tax-Withholding-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\\_2023.pdf](https://msh.careteamapp.com/uploads/Sinai-Cloud_Benefits-Enrollment-Instructions_2023.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 2022. You may only waive coverage if you are currently enrolled in another medical plan. You must provide proof of this coverage by uploading a completed waiver form to Sinai Cloud, under Document Records on the Benefits home page.

[https://msh.careteamapp.com/uploads/Benefits\\_Waiver\\_Form\\_MSHS-2021.pdf](https://msh.careteamapp.com/uploads/Benefits_Waiver_Form_MSHS-2021.pdf)

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. You can also reach the Accolade Health Assistant at (844) 287-3868 <https://member.accolade.com>

### **When will I receive my benefits cards?**

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.

### **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 2023 IRS limit of \$22,500 for those under 50 years old and \$30,000 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 to the CareTeam App:** <https://msh.careteamapp.com/directory>