



Mount Sinai Morningside/Mount Sinai West CIR House Staff

Information on Paychecks, Tax Forms and Benefits Start Date: August 1, 2021

When will I receive my first paycheck?

Residents and fellows with a hire date of August 1, 2021 will receive their first paycheck on August 19, 2021, covering the week of August 2 and August 9 (10 days). If you have not completed direct deposit on time the first paycheck will be a paper paycheck. Your program coordinator will have the paper check on August 19 so please contact your coordinator to pick up the check.

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

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_Address-Change-Instructions.pdf

Where can I find out more about my benefits?

You should have met with your CIR Lead Organizer at a CIR Orientation Session. Please make note of CIR contact information.

The MSMW CIR Lead Organizer is:

Karen Master

kmaster@cirseiu.org

Ph 212.356.8180

Fax 212.356.8181

For all questions pertaining to benefits:

CIR Benefits Office

520 Eighth Avenue, Suite 1200

New York, NY 10018

Ph 212.356.8180

F 212.356.8181

Web www.cirseiu.org

Email benefits@cirseiu.org

Are any benefits available to me through the Mount Sinai Health System?

Trainees in CIR may enroll in TRIP transit, parking and short term disability (STD, through Aetna) and may open a 403(b) retirement savings plan. All of these offerings are optional.

To enroll in TRIP transit, parking or STD, Log in to Sinai Cloud and Open the “Me” tab and navigate to the “Benefits” tile. The Benefits home page opens and you should click the “Enroll Here” button. The “People to Cover” page opens. Click “Continue” to navigate to the Transit and Parking Plan benefits

Find more detailed instructions here:

<https://msh.careteamapp.com/uploads/Sinai-Cloud-Parking-and-Transportation-Enrollment.pdf>

To enroll in a TIAA 403(b) retirement savings plan, please go to www.tiaa.org/mountsinai or call [888.210.3992](tel:888.210.3992).

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