



Mount Sinai Morningside/Mount Sinai West
CIR 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
June 17	July 6, 2023	10 Days (weeks of June 19/26)	June 27
July 1	July 20, 2023	10 Days (weeks of July 3/10)	July 12
August 1	August 17, 2023	9 Days (weeks of Jul 31/Aug 7)	August 9

If you have not completed direct deposit on time the first paycheck will be a 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 Thursday for the prior 2 weeks (ex: Thursday, July 20 pay day for weeks of July 3 and July 10; weeks of July 17 and July 24 would be included in your August 3 paycheck; etc).

Where can I see my pay checks?

To see your pay check 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). Attached you will find instructions for accessing your paycheck in the Cloud. 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-Tax-Withholding-Instructions.pdf>

https://msh.careteamapp.com/uploads/Sinai-Cloud_Address-Change-Instructions.pdf

Where can I find out more about my benefits?

You will meet with your CIR Lead Organizer at CIR Orientation. 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

<https://www.cirseiu.org/mt-sinai-morningside/>

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.

<https://msh.careteamapp.com/uploads/Register-for-Commuter-Benefits-2022.pdf>

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 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 the CareTeam App: <https://msh.careteamapp.com/directory>