# TRAINING CHECKLIST FOR NEW LAB PERSONNEL

(updated 01/13/2025)

NEW BEGINNINGS ORIENTATION (PEAK)

* To prevent the community spread of COVID-19 and all in-person New Beginnings Orientations (NBO) have been canceled and temporarily replaced with mandatory online modules until further notice.

1. **Mandatory Online Modules**:  New Hire Learning Plan

|  |
| --- |
| 1.    New Hire Mandatory Education Module  2.    MSHS | Annual Core Education (ACE) |  3.    MSHS | Sexual Harassment Awareness |  4.    Information Security and Confidentiality: Annual HIPAA Education  5.    MSHS | New Employee Electronic Binder  *\*For a complete list of all Mount Sinai Health System policies and/or if you need more information regarding any specific policy, please visit* [*PolicyTech*](https://mshs.policytech.com/?anonymous=true&siteid=1)*.* *For instructions on how to access PolicyTech, please refer to the* [*tip sheet*](http://mountsinai.learn.taleo.net/files/upload/creative/MSHSTipsheet.pdf) |

Upon completion of **all 5 modules**, a certificate will be generated for your employee.It is the Fund Admin’s responsibilityto ensure that the *New Employee Training – MSHS certificate of completion* is placed in your employee’s file. This certificate serves as a record of your employee(s) completing orientation, in place of the blue ‘New Beginnings Inventory Form.’ Your new employee has been instructed to provide you with this document which can be printed directly from PEAK (Please see below).



2.  **ID Badge Pick-up**

Employees can pick up their ID badge at the security office located in the lower level of Annenberg. Email a copy of your ID badge to your Fund Admin to maintain in employee file.

Employees working in Hess will email Celisse Trafton or Nora McLaughlin to request keycard access to the Hess elevators.

1. [**New Beginnings In Your Department (NBIYD) Checklist**](http://mountsinai.learn.taleo.net/files/upload/creative/NBdepartment.pdf)

On your employee’s first day at work, please complete the NBIYD Checklist with your employee to ensure that they are properly oriented and aware of the policies, protocols and procedures specific to your department. Please ensure a signed and dated copy of this document ([Click here for the checklist](http://mountsinai.learn.taleo.net/files/upload/creative/NBdepartment.pdf)) is placed in your employee’s file. [NBdepartment.pdf (taleo.net)](http://mountsinai.learn.taleo.net/files/upload/creative/NBdepartment.pdf)

1. **Department**

**Jotform:** [https://form.jotform.com/mssmneur0/on-boarding-NEU](https://urldefense.proofpoint.com/v2/url?u=https-3A__form.jotform.com_mssmneur0_on-2Dboarding-2DNEU&d=DwMFaQ&c=shNJtf5dKgNcPZ6Yh64b-ALLUrcfR-4CCQkZVKC8w3o&r=SHgqbCcy-8uQKT2-vJXYiLOHBt5k0qC2vew-mWRcpsk&m=aglcPSqyiPC6ppMEx7doRlm_1FpSKIcob86ejlri-WAkxKJnVisnH4fTU7XYoGFr&s=CBGp32gC1OwTFqzvUTEyKrg_F7v1l4odner9aLA3fRM&e=)

LABORATORY ORIENTATION CHECKLIST(Paper Checklist)

\_\_Training must be conducted in the lab. Print out the Laboratory Orientation Checklist and review with your PI OR Lab Manager, sign, maintain a copy in the lab manual and provide a PDF copy to Fund Admin.

## LAB SAFETY ONLINE TRAININGS (ALL RESEARCHERS) – Mandatory

Collaborative Institutional Training Initiative (CITI) Program for Laboratory Biosafety Training

Visit: [https://www.citiprogram.org](https://www.citiprogram.org/)

**If you need to create a new account:**

1. Click **Log In**(top right of the window)

2. Click "**LOG IN THROUGH MY INSTITUTION**"

3. Scroll and select “[Icahn School of Medicine at Mount Sinai](https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d1948&entityID=http%3A%2F%2Flogin.mountsinai.org%2Fadfs%2Fservices%2Ftrust)"

4. Type in your Mount Sinai Email Address and Password

5. Select "**I don't have a CITI Program account and I need to create one.**"

6. Click "**Create a New CITI Program Account**"

**If you already have a CITI account:**

1. Click **Log In**(top right of the window)

2. Click "**LOG IN THROUGH MY INSTITUTION**"

3. Scroll and select “[Icahn School of Medicine at Mount Sinai](https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d1948&entityID=http%3A%2F%2Flogin.mountsinai.org%2Fadfs%2Fservices%2Ftrust)"

4. Type in your Mount Sinai Email Address and Password

5. Select "**I already have a CITI Program account.**"

6. Enter your existing Username and Password to link your account to your Mount Sinai credentials.

**Adding a course within CITI**

* 1. Click “**View Courses”**
  2. Scroll to bottom – under “**Learner Tools for Icahn School of Medicine at Mount Sinai**”
  3. **Add a Course**
  4. Should navigate you to the “**Select Curriculum**” webpage.

### Research Laboratory Safety Training Requirements

The Icahn School of Medicine (ISMMS) requires all research staff to take safety training relevant to their job function. All lab staff are required to take the following EH&S training in the [CITI Program](https://www.citiprogram.org/):

* **Question 5: Biosafety / Biosecurity**
  + **New Employee Initial Training [Initial - One Time Requirement]**
  + **Core Training Requirements [Annual Requirement]**
  + OSHA Bloodborne Pathogens [Annual only if working with human blood / bodily fluids]
* **Question 6: Laboratory Chemical Safety**
  + **Personal Protective Equipment [Annual Requirement]**
  + **Hazard Communication and GHS [Annual Requirement]**
  + **Laboratory Hazardous Waste Management [Annual Requirement]**

CITI / PEAK Training Crosswalk

|  |  |  |
| --- | --- | --- |
| **CITI Course Title** | **PEAK Course Title Equivalent** | **Frequency** |
| Biosafety / Biosecurity: New Employee Initial Training | Basic Laboratory Safety | One-Time |
| Biosafety / Biosecurity: Core Training Requirements | Principals of Biosafety | One-Time |
| Laboratory Chemical Safety: Personal Protective Equipment | Personal Protective Equipment | Annual |
| Laboratory Chemical Safety: Hazard Communication and GHS | Hazard Communication and GHS | Annual |
| Laboratory Chemical Safety: Laboratory Hazardous Waste Management | Laboratory Hazardous Waste Managment | Annual |
| Biosafety / Biosecurity: OSHA Bloodborne Pathogens | MSHS | Infection Prevention and Bloodborne Pathogens | Annual (If required) |

Additional, job-specific trainings may be required due to your role within the lab.

 The following training courses are necessary only if a laboratory member is involved in these areas of biomedical research. The Institutional Biosafety Committee (IBC) or the Biological Safety Program may require completion of one or more modules as part of the eSAFETY registration of biomedical research:

* OSHA Bloodborne Pathogens
* Animal Users
* Recombinant DNA & Synthetic Nucleic Acids
* Nanotechnology
* Shipping Regulated Biological Materials
* Dual Use Research of Concern (DURC)
* ISMMS Select Agents and Toxins Program

**Additional, job-specific trainings may be required due to your role within the lab – please review the Research Training Matrix here to determine which additional trainings may be needed:** [**http://intranet1.mountsinai.org/compliance/envhs/labSafetyTraining/Research%20Training%20Matrix%202020.jpg**](http://intranet1.mountsinai.org/compliance/envhs/labSafetyTraining/Research%20Training%20Matrix%202020.jpg)

## CITI ANIMAL SPECIFIC TRAINING (Mandatory)

In an effort to ensure i) compliance with federal requirements that all personnel involved in research utilizing animals has been trained, ii) such training be documented, and iii) to avoid a mandatory deficiency citation from the institutional accreditation body AAALAC International, the Institutional Animal Care and Use Committee is requiring that all Principal Investigators (Pis) and their laboratory personnel complete a species specific module related to their research in CITI Program

**Required**

   -Rigor and Reproducibility and Ethical Behavior in Biomedical Research

    -Species Specific Module

**Effective August 1, 2019 any faculty member  and their staff who submits an IACUC  protocol will have to show completion of the required module(s). Failure to do so will result in delay of review of your protocol.**

Directions for completion of the module(s) are provided below. Please let us know if you have any problems in completing the modules.

**To add the new, required course:**

On your Profile page, in the "My Learner Tools for Icahn School of Medicine at Mount Sinai" section:

1. Click "**Add a Course"**

2. Scroll to select the course: **Rigor, Reproducibility and Ethical Behavior in Biomedical Research**

**3. Scroll to select the species specific course related to your research (e.g., Working with Mice in Research and Working with rats in research)**

4. Click "**Submit"**

5. Take course

**Updating your profile so that the CITI trainings syncs with MSSM system.**

See how to update profile instructions below. All three must be done, otherwise training info will not flow through to eIACUC. To ensure accurate transfer of training and certifications data to eIACUC please update all your profiles in the following areas:

1) CITI PROGRAM  CITI Program <https://about.citiprogram.org/en/homepage/>

Login through My Institution > Icahn School of Medicine at Mount Sinai Link > Enter your SSO (Single Sign On) Credentials > Top right corner, click the drop down on your name, select profiles > Under Institutional Profiles, Icahn School of Medicine at Mount Sinai, Edit Profile > Locate employee Number > Add your Life # > Scroll to the bottom of the page, click update. If you need additional Information/Assistance please submit your request to [esupport@mssm.edu](mailto:esupport@mssm.edu)

2) eIACUC:    eIACUC.mssm.edu > Top Right Side go to my Profile > Edit Experience (all team members must do this). Experience must include year since working with the species. If having trouble logging in, it may be because user has not been added to the system. To add a new person and complete the form. Use Sinai email (not personal one). May take 24 / 48 hours to update.  <http://osticket.mssm.edu/support/>

3) SINAI CENTRAL: Update profile on Sinai Central <https://sinaicentral.mssm.edu/>

Use Mount Sinai email only as your PRIMARY email. Do not use personal email accounts as your primary email. Log on > Personal Profile > Sinai1 Profile

Mailboxes: Icahn/Annnenberg/Atran: 1065 … Hess: 1639… Blanchard Lab use Box 1020

4) SECTOR: <https://labcliq.com/l/mount_sinai/> - please sign into the SECTOR portal using your MSSM account details. This is the online portal which EHS uses to track everything related to the lab, including trainings. Once you’ve signed in, please note that training records may take up to 24 hours to update in SECTOR after you have completed the training course. <http://intranet1.mountsinai.org/compliance/envhs/sector.asp>

For technical support or if you have any questions regarding your safety training, please contact Mount Sinai Environmental Health and Safety at [AskEHS@mssm.edu](mailto:AskEHS@mssm.edu) or by calling x4SAFE.

## ANIMAL CARE ACCESS

**1. Being Added to Animal Protocol**

[eIACUC](file:///\\researchsan02b.mssm.edu\Shr6\Neuroscience\Grants\PERSONNEL%20FOLDERS\Forms%20and%20Checklists\Onboarding\eiacuc.mssm.edu) - Animal protocols are listed – these are confidential and should not be shared with anyone.

1. CITI Trainings – trainings specific to animal / species

2. Syncing – making sure profiles are updated per instructions above in CITI, eIACUC and Sinai Central.

3. Occupational Health and Safety Forms – found in Sinai Central, this should be initiated by the PI and then will appear in your Sinai Central account – instructions are below

4. eIACUC- PI will add employee to specific animal protocol

**OCCUPATIONAL HEALTH AND SAFETY FORMS (Sinai Central)**

If you PI has To ensure appropriate monitoring of employee occupational health and safety, an annual survey is required to be completed (Part A to be completed by Principal Investigator, Part B to be completed for themselves and each member of their staff). We are aware that there are several form B(s) listed on Sinai Central in the draft, pending or incomplete status. They have not been submitted to Employee Health or IBO as required.

Please ensure that all personnel have completed the Occupational Health and Safety Questionnaire (OHSQ) and submitted via Sinai Central.

Instructions may be found at: [https://sinaiknowledge.mssm.edu/instructions/ess/ohsq-form](https://urldefense.proofpoint.com/v2/url?u=https-3A__click.mlsend.com_link_c_YT0xNjI5ODQ5MDYxMDc3MDMwNzg5JmM9ZzFtMiZlPTEwMDc0MSZiPTUzNTA0NDIzNSZkPWwyZjRnM3U-3D.lkq2qj-5F-2Dh6W5IYMgoIqwxZC7Uw9XohSSlguc10FViwc&d=DwMFaQ&c=shNJtf5dKgNcPZ6Yh64b-A&r=SHgqbCcy-8uQKT2-vJXYiLOHBt5k0qC2vew-mWRcpsk&m=WRqDthR7NNjnXfI8Kf57H1h5Jh_L7xe7QpCHdV6I9rE&s=7CE-FiOqhqXJJUGYgbr9Db34lINuxldZBs_1rMAUkDY&e=)

For questions and assistance contact Employee Health Services at [212-824-7690](tel:212-824-7690)

Mount Sinai Employee Health Services, 19 East 98th Street, 2nd Floor, Room 2D, New York, NY 10029

Office [212-824-7690](tel:212-824-7690) or email: [employee.health@mountsinai.org](mailto:employee.health@mountsinai.org)

**2. Submit Request to CCMS**

Information regarding our CCMS (Center for Comparative Medicine and Surgery) facilities can be found here: <http://icahn.mssm.edu/research/ccms>

**a. CCMS Vivarium Access Request**

Submit the following form: <https://erap.mssm.edu/Public/CCMSVivariumAccessRequest.aspx>

For volunteers: under life number put “volunteer”

**b.** **Email CCMS**

Contact Chineta Pullin (with CCMS) ([chineta.pullin@mssm.edu](mailto:chineta.pullin@mssm.edu)) and provide the following information for obtaining training materials:

1. Name
2. Life No.
3. CCMS Vivarium Access Request ID# - provided after filling out the online form above.
4. Gmail account for training Videos and Quizes – this is in lieu of in person training during COVID.
5. Animal Protocol # Employee is added to
6. Answer the following additional questions, Are you on the protocol? What species will you be handling? How much live animal handling experience do you have with the species you will be handling? Which animal facility will you need access?

**c. Schedule Walk Through with CCMS**

You must have a walkthrough of the animal facility where you’re animals are kept. This will be possible after the classroom / online training.

Hess Vivarium Walk Through: Every Wednesday @ 11am - Contact: Bethea, Jeffery [jeffery.bethea@mssm.edu](mailto:jeffery.bethea@mssm.edu) and Jones, Zachary [zachary.jones@mssm.edu](mailto:zachary.jones@mssm.edu)

Once COVID has lifted, CCMS will contact you and schedule the next classroom session which runs weekly. At the classroom session they will give you access to an online training program, presented by an outside association. You may also have to take a wet lab course on your animal species especially if you are working with a new species.

## C-14 CERTIFICATE OF FITNESS

Mandatory for everyone, except if only couple of months in lab

\_\_\_ Follow directions to become C-14 approved by FDNY if needed. Instructions can be found at: <http://intranet1.mountsinai.org/compliance/envhs/fdny_cert_fitness.asp>

The study materials can be found here: [FIRE DEPARTMENT ● CITY OF NEW YORK (nyc.gov)](https://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c14-noe-study-materials.pdf)

If you have a PhD, MD, Master's Degree, or Bachelor's degree with at least two years lab experience post-degree – you can apply for the alternative issuance procedure:

<https://www1.nyc.gov/nycbusiness/description/cof-c14/apply>

* Click – Next Apply
* Choose - Applicants who qualify for the exemption should review the [C-14 ALTERNATIVE ISSUANCE PROCEDURE INFORMATION](http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c14-aip.pdf)(PDF). Applicants must apply online and provide the following information:
  1. Your name, mailing address, telephone number, email address, gender, social security number, date of birth, weight, height, and work location.
  2. A completed [APPLICANT AFFIRMATION FORM](http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-aip-employee-affirmation.pdf) (PDF). Individual applicants must have this form notarized.
     1. Under Fire Code Sections, list: 27 sections 2701-2703 & 2706
     2. Under Fire Department Rules Section list: 10 section 10-01
     3. Under National Fire Protection Assocation list: NFPA 45 (2004 Edition)
  3. An electronic copy of your diploma or license file.
  4. If required, a notarized statement to confirm that you have two years post-baccalaureate experience in operating a chemical laboratory.
  5. A recent ID photo (2x2 color head shot) in JPG or JPEG format.

Steps to apply online:

**1.** Gather electronic copies of your supporting documents.

**2.** Pay the $25 application fee online by one of the following methods:

**3.** To submit an application, click on the Apply Online button. If you are an individual, you can only submit your own application.

Please note that if you have a degree from outside the US, the FDNY will ask that an FDNY approved translation service be used to provide a certificate of evaluation for the degree. FDNY has provided a list of those approved foreign degree evaluation services in the following link:  [http://www1.nyc.gov/assets/fdny/downloads/pdf/business/foreign-education-evaluation.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__gcc01.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Furldefense.proofpoint.com-252Fv2-252Furl-253Fu-253Dhttp-2D3A-5F-5Fwww1.nyc.gov-5Fassets-5Ffdny-5Fdownloads-5Fpdf-5Fbusiness-5Fforeign-2D2Deducation-2D2Devaluation.pdf-2526d-253DDwMFAg-2526c-253DslrrB7dE8n7gBJbeO0g-2DIQ-2526r-253DqWXHvQQ0HpbF7o2P6jZ7oA-2526m-253DrCAwfc3OVafJjDMzHPb9ekBd8IsgqwV-2DlrzFPdb47xk-2526s-253DTw8NEf-5FtON2M1evawDjak8mEq5TrbmajVwXi1-2Diq7hQ-2526e-253D-26data-3D02-257C01-257CDebbie.Rodriguez-2540fdny.nyc.gov-257C4c2c7b44e8f14000fe0708d83989cce0-257C32f56fc75f814e22a95b15da66513bef-257C0-257C0-257C637322611906016327-26sdata-3DeACuFccSz3S4CFbNbKV6FtKncUKAFcoudSU9FT4oqbU-253D-26reserved-3D0%26d%3DDwMGaQ%26c%3DslrrB7dE8n7gBJbeO0g-IQ%26r%3D7ud5oanHdaehL5LhPuVKPA%26m%3Drg0XwEtAA7vwgChOHZWNfBXqkl4GqLS66x50Z5mKinc%26s%3DjOX6qz-Kul_6Nb6rVT06cPPBMMfdAAeJYvJIISMOuAc%26e%3D&data=04%7C01%7CDebbie.Rodriguez%40fdny.nyc.gov%7Ca72fae38be8f455c742c08d8b1abf0db%7C32f56fc75f814e22a95b15da66513bef%7C0%7C0%7C637454699755449369%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=GceRKIAM8JHx8xeE4lOckuTOpRV4eEyOyjUzanjFkqY%3D&reserved=0)

Recommended Foreign Degree Evaluation Service (this is both approved by FDNY and International Personnel as of 8/31/2021):

World Educational Services, Inc.

P.O. Box 5087, Bowling Green Station New York, New York 10274‐5087

Phone: (212) 966‐6311 or 1‐(800) 937‐3895 Fax: (212) 739‐6100 E‐mail: [info@wes.org](mailto:info@wes.org)

Web: <http://www.wes.org>

Applicants without sufficient degree or experience can still apply for CoF, but they will be required to apply in Brooklyn and take the FDNY C-14 Exam.

Part of the application process is the completion of the attached Employee Affirmation. The Affirmation will need to be notarized.

The application requires applicant to pay $25.00 fee at the time of the test (there are additional fees when using a credit card).

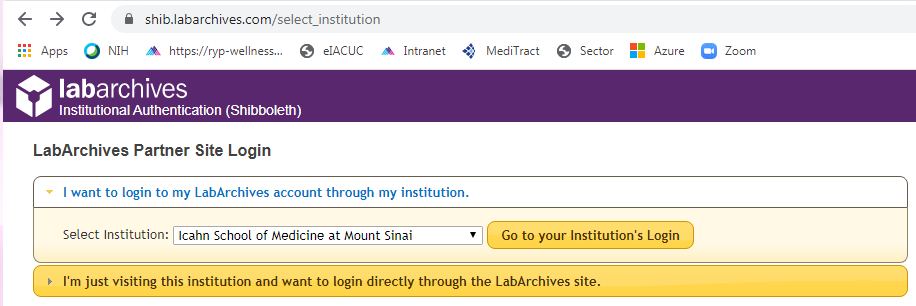
EnvHS now requires that **ALL** C-14 holders upload proof of certification to PEAK. When you receive your C14 license, log on at <https://labcliq.com/l/mount_sinai/> and follow the C-14 sub-link.   They will then let you know when your certification expires, etc.

## Electronic Lab Notebook

The LabArchives’ ELNs are secure, cloud-based software designed to replace paper notebooks. All files, images, attachments, and other forms of data entered into your ELN is immediately backed up and protected in an encrypted format. The Single-Sign-On system also allows you to login into your ISMMS ELN accounts using your Mount Sinai login credentials.

The first step is to create your ISMMS ELN account by [clicking here](https://shib.labarchives.com/select_institution) or use the link below to create your new ISMMS ELN account. As an institutional policy, all ELNs must be owned by a PI (Faculty member). We recommend that each PI create ELNs for their staff as well as develop and discuss your lab-specific ELN use and sharing policies. If, as a PI, you elect for your lab personnel to create their own ELNs, the ownership of the new ELNs must be transferred to you immediately (within 24-48 hours). To understand different access levels and privileges, [please click here](https://labarchives.kayako.com/Knowledgebase/Article/View/342/0/602-user-roles-and-privileges) or use the link below. To learn how to transfer ownership, [please click here](https://labarchives.kayako.com/Knowledgebase/Article/View/362/0/608-transferring-ownership-of-a-notebook) or use the link below. If you are not a PI and want to create your own ELN, please discuss your lab specific requirements with your PI and immediately transfer the ownership as required.

**ISMMS ELN Sign-up Link**  
<https://shib.labarchives.com/select_institution>



**User Roles and Privileges**  
<https://labarchives.kayako.com/Knowledgebase/Article/View/342/0/602-user-roles-and-privileges>

**Ownership Transfer**  
<https://labarchives.kayako.com/Knowledgebase/Article/View/362/0/608-transferring-ownership-of-a-notebook>

If you have trouble setting up an ELN account or have technical issues using any features, please contact LabArchives at (800) 653-5016 or [support@labarchives.com](mailto:support@labarchives.com).

## SINAI CENTRAL PROCUREMENT SYSTEM

<https://sinaicentral.mssm.edu/>

Sinai Central is our financial central system, where you can place orders, submit for reimbursement

\_\_Go to http://sinaiknowledge.mssm.edu/training/schedule

Sign up for the next “[Basic Financial Transactions [17-BFT0123]”](http://mountsinai.learn.taleo.net/learncenter.asp?id=178409&sessionid=3-CC85DCCE-13C1-431C-AE00-8267F23FAD82&page=20) & “Sinai Central Procurement [17-PR0123]” classes.

1. Set up your Sinai1 Profile

- Log in

- Personal Profile

- Sinai1 Profile

- Complete each tab: Name (required), Contact Info (required), Absence Contact, Bio

Under Contact Info: Make sure to input the mailing address/delivery address

Under Mailbox, if your lab is located in Hess, use box # 1639 – Blanchard Lab use Box 1020

## SINAI CLOUD

Log In Page: <https://ejis.fa.us6.oraclecloud.com/>

Using Sinai Cloud: <http://mshsintranet.mountsinai.org/MSHSCloud/>

Sinai Cloud Trainings: <http://mshsintranet.mountsinai.org/MSHSCloud.aspx?id=45977>

Sinai Cloud Trainings 2: <https://mtsinai.sharepoint.com/sites/SinaiCloudTraining2>

New hires must complete Sinai Cloud training available in Peak**.** Visit [Peak.MountSinai.org](https://peak.mountsinai.org/), scroll to the bottom, and click **View Courses** under the Sinai Cloud heading to see the full list of training.

* **MSHS | Sinai Cloud - Department Requestor eLearning:** Designed for staff responsible for requisitioning and ordering supplies and services. This module will guide you through the process of ordering.
* **MSHS | Sinai Cloud - General Financial Reporting:** Develop your skills in generating reports and manipulating data within Sinai Cloud.
* **MSHS | Sinai Cloud - Managing Expenses in Sinai Cloud:** Learn how to create and manage expense reports for employee reimbursements, as well as how to handle payment requests.

The latest and most comprehensive information on training offerings, resources, and updates can be found on our training site [HERE](https://mtsinai.sharepoint.com/sites/SinaiCloudTraining2).

Set up your direct deposit

View Paystubs

Access Annual Tax Withholding (W-4)

Submit Time and Absence

Review Time Balances

**For All Employees Using Sinai Cloud**

Logging into Sinai Cloud or Entering Transactions

For times when an employee has trouble logging in or entering transactions in Sinai Cloud, employees must contact the IT Help Desk by:

Calling 212-241-4357

Emailing [support.helpdesk@mountsinai.org](mailto:Support.helpdesk@mountsinai.org)

Benefits Questions (non-bargaining unit employees only):

Call HR Benefits at 646-605-4620

In Sinai Cloud, use the Benefits Help Desk tab

Benefits Training:

<http://intranet1.mountsinai.org/HumanResources/Benefits/index.asp>

2023 Benefits Orientiation Presentation: <https://vimeo.com/761089558/a6c682022e>

2023 Orientation Schedule: <http://intranet1.mountsinai.org/HumanResources/Benefits/2023_Benefits_Orientation_Schedule.pdf>

2023 Benefits: <http://intranet1.mountsinai.org/humanresources/Benefits/index_OE2023.asp>

Other Sinai Cloud Issues

If employees find misinformation in their Sinai Cloud profile, payroll or PTO discrepancies, or have an issue not listed above, they should report it to their manager, supervisor, or administrator who will use the ServiceNow platform (formerly known as SOM and described below) to report the issues. Employees will get follow-up information from their supervisors, managers, or administrators, who will confirm with the employee that the misinformation has been corrected in Sinai Cloud.

## MSSM Email Account and WIFI access

Academic Computing – 212-241-7091 or Email: ASCIT2@mssm.edu

Call them for any issues with computer access, wifi issues or problems with signing on to Sinai Central for the first time.

- VPN Access <https://wiki.mssm.edu/display/DS/VIP+Two-Factor+Setup>

Email

You can log in to <https://outlook.office365.com> or outlook.live.com with your @mssm.edu e-mail address, password, and 6-digit VIP Security code to access your e-mail using any web browser (e.g. Firefox, Google Chrome, Microsoft Edge, Safari, etc.)

-On-Campus Wifi setup for personal computers, smartphones

1. Wifi network name = MountSinaiGuest – accept the terms of agreement

2. Secured Wifi network name= MSMC-green

-User ID=  MSSMcampus\(insert username)

-Password= current password

## Password Reset

You can now “Unlock” your network account or “Reset” your own password without having to call the IT Service Desk.   
Access the Password Manager Tool by logging into <https://passwordreset.mountsinai.org> or by double-clicking on the Password Reset icon located on the Desktop Application Launcher.  
If you are locked out of your PC and need to reset your password, you can use your smartphone or a Kiosk PC.

Please refer the [**Self-Service Password Manager Tool Guide**](http://mshsintranet.mountsinai.org/uploadedFiles/MSHS%20-%20How%20to%20Use%20Self-Service%20Password%20Manager%20Tool.pdf) on how to reset and unlock password on your own

Remember, before you can use Password Manager to unlock your account or reset a password (whether known or forgotten), you must set up your security questions and answers

**Steps to Register and Set up Security Questions in Password Manager Tool**  
1. Visit <https://passwordreset.mountsinai.org>   
2. Access the [**Self-Service Password Manager Tool Guide**](http://mshsintranet.mountsinai.org/uploadedFiles/MSHS%20-%20How%20to%20Use%20Self-Service%20Password%20Manager%20Tool.pdf) ( Pages 5 through 12) to register & set up the security questions  
3. Have questions or need assistance ? Please contact the IT Service Desk

**Other useful MSHS Self Service Portal Links**

MSHS IT Service Desk Intranet Main Site   
<http://mshsintranet.mountsinai.org/IT/IT_Service_Desk/>   
  
[**MSHS Self-Service Portal Guide**](http://mshsintranet.mountsinai.org/uploadedFiles/IT%20Self%20Service%20Portal%20Quick%20Reference%20Guide.pdf)

## Microsoft OneDrive Cloud Storage Account

Login.microsoftonline.com

In an effort to expand capabilities, integrate better with Office 365 products, and reduce complexities in the SInai security model, the IT Messaging Engineering department has migrated to OneDrive for Business. If you have any questions, please review our [Frequently Asked Questions](https://workspace.mountsinai.org/sites/quicktips/BoxToOneDrive/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/quicktips/BoxToOneDrive/Shared%20Documents/Quick%20Reference%20Guides/QRC%20-%20Box%20to%20OneDrive%20FAQ.docx&action=default)

Read the supporting documentation, including the user guide, which can be found here: [User Guide](https://workspace.mountsinai.org/sites/quicktips/O365%20User%20Guides/Shared%20Documents/Quick%20Reference%20Guides/QRC-%20O365%20-%20OneDrive%20for%20Business.pdf) – including accessing and using OneDrive and creating and sharing folders

The first training session generated in this [Box and OneDrive training video](https://workspace.mountsinai.org/sites/quicktips/BoxToOneDrive/Shared%20Documents/Quick%20Reference%20Guides/Box%20to%20OneDrive%20Training.mp4)

OneDrive:

Onedrive is a separate entity and is by provision basis only via sailpoint. If you require Onedrive access, please see below on how to request it.

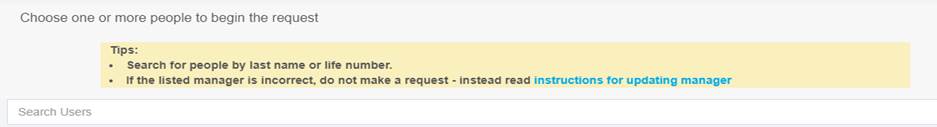
Requesting access to One Drive:

Login to <http://sailpoint.mountsinai.org> using your Sinai email address and network password.

1. Select Request Access

cid:image001.jpg@01D307AB.FF4FD3A0

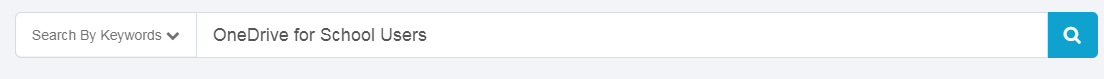
1. Select the cid:image004.png@01D307AA.137BEDC0next to your name if requesting for yourself. If for someone else, you will need to search for them in the search users field and then when found, click on the cid:image004.png@01D307AA.137BEDC0next to the name



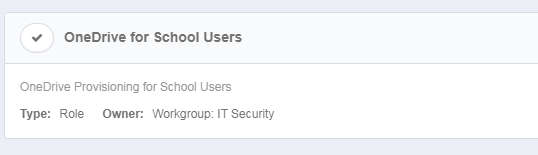
1. Once a name has been selected, Click on the Manage Access Box to proceed

cid:image014.jpg@01D307AB.FF4FD3A0

1. In Search by Keyword, type **OneDrive for School Users**



1. Once you see the folder for the click on the cid:image010.png@01D307AA.137BEDC0



***Please be advised that a pop up box may appear if there is more than one network account attached to the end user. Please select the account that would apply (school or hospital)***

1. Select the cid:image011.png@01D67C8B.46766170button
2. If everything looks good, then press the cid:image001.jpg@01D70F68.5C20FC40to submit your request.

## Zoom

You can access Zoom through: <https://mssm.zoom.us/>

Click – Sign In – use your Mount Sinai SSO (single sign on) username and password.

You can also sign up for a **free** Basic Zoom account at <https://zoom.us/pricing>. Basic accounts offer the following features and limitations:

|  |
| --- |
| [**Zoom Basic Account \* FREE \***](https://zoom.us/pricing) |
| Host up to 100 participants  Unlimited 1 to 1 meetings  **40 mins limit on group meetings**  Unlimited number of meetings  Online support  Video Conferencing Features  HD video  HD voice  Active speaker view  Full screen and gallery view  Simultaneous Screen Share  Join by telephone call-in  Virtual Background  Web Conferencing Features  Group Collaboration Features  Security |

Grants and Contracts Office (GCO) / eRA Commons

(Faculty, Postdocs and Graduate Students)

**1. eRA Commons**

Please let your Fund Admin know if you have an eRA Commons set up through a different institution so that your Fund Admin can work with GCO (Grants and Contracts Office) to link your eRA Commons with Mount Sinai.

Fund Admin will contact: Claribel Santos for help with linking eRA Commons / Set up with Mount Sinai

**2. Financial Conflict of Interest**

Mandatory Financial Conflict of Interest in Research (FCOIR) training to be completed in CITI

[www.citiprogram.org](http://www.citiprogram.org)

Every person named on a research grant application is required to complete FCOIR training every four years.  This includes Investigators (PI, CoPI), Senior/Key Personnel, anyone who is responsible for the design, conduct, or reporting of the research. This may include collaborators, consultants, students, technicians, postdoctoral fellows or others, and other key personnel. Please review your training expiration date (located on your Investigator Form) so that you know when you are approaching the four-year limit and must re-take the training.  We recommend doing your CITI retraining at least one month in advance of your expiration date to avoid delays in the grant application process and to ensure compliance with Federal regulations.

**CITI Instructions**

As of May 18, 2020, the Financial Conflicts of Interest in Research training course has transitioned from PEAK to CITI Program (www.citiprogram.org). In the CITI Program site, be sure to add your **Mount Sinai email address** and **life number** to your institutional profile so that your certification date gets added to your project in Sinai Central. For any questions or concerns, please contact the Office of Industry Engagement and Conflicts of Interest at Conflicts.of.Interest@mssm.edu or (212) 241-0845.

**How to Sign In?**

Visit: https://www.citiprogram.org

**If you need to create a new account:**

1. Click **Log In** (top right of the window)

2. Click "**LOG IN THROUGH MY INSTITUTION**"

3. Scroll and select “Icahn School of Medicine at Mount Sinai"

4. Type in your Mount Sinai Email Address and Password

5. Select "**I don't have a CITI Program account and I need to create one.**"

6. Click "**Create a New CITI Program Account**"

7. Watch video

**If you already have a CITI account:**

1. Click **Log In** (top right of the window)

2. Click "**LOG IN THROUGH MY INSTITUTION**"

3. Scroll and select “Icahn School of Medicine at Mount Sinai"

4. Type in your Mount Sinai Email Address and Password

5. Select "**I already have a CITI Program account.**"

6. Enter your existing Username and Password to link your account to your Mount Sinai Credentials.

7. Watch video

**To add a new course:**

On your Profile page, in the "My Learner Tools for Icahn School of Medicine at Mount Sinai" section:

1. Click "**Add a Course"**

2. Scroll to select the relevant topic/course (example: Financial Conflict of Interest in Research)

3. Click "**Submit"**

4. Watch video

**Important Note:**

Please use your Mount Sinai email address, your name recognized by HR, and your Life Number in your Institutional Profile. You can find this by clicking your name on the top right hand corner of your CITI page and by selecting “profile.” Under Member Profile, please edit your profile to include your Mount Sinai email address. Scroll down to find the Icahn School of Medicine at Mount Sinai under your “Institutional Profiles.” Please select “edit” and ensure your Life Number is associated with this profile. **This is essential to ensure that your record of completion electronically populates into your Sinai Central profile.** If Icahn School of Medicine at Mount Sinai does not

**3. InfoEd Training**

<http://osticket.mssm.edu/support/index.php>

<http://osticket.mssm.edu/support/kb/faq.php?id=6>

**How do I get access to InfoEd?**

1. Complete the InfoEd eLearning training Demo 1 (Required) in PEAK

It's Mount Sinai/GCO's policy that you must attend a training session on using InfoEd before we can grant you access to the system. <http://osticket.mssm.edu/support/pages/infoed-and-ideate-schedule-of-classes-and-open-help>

InfoEd Proposal Development training will be available as PEAK On Demand eLearnings..  
[PEAK.mountsinai.org](https://Peak.mountsinai.org) → Online Courses  → Functional → Research  
InfoEd eLearnings consist of the following four Demonstrations on PEAK:  
  
Demo 1: (Required) InfoEd Proposal Development Demo 1 / Creating a New Record (General Concepts)  
Demo 2: Setting Up a Non-Competitive Continuation (Optional)  
Demo 3: Completing a Budget Tab (Optional)  
Demo 4: Setting up a New NIH Application (S2S Submission) (Optional)  
  
NOTE: Demo 1 is required by all users looking to obtain InfoED access to create or edit a proposal.<

1. Requesting Access:

At the end of the eLearning training **Demo session 1(Required)**, ***Please follow the instructions to request access and we will assist you by setting up an InfoEd Profile which uses Mount Sinai SSO Username and Network password or we will update your InfoEd Profile with the correct credentials if you have an existing profile in the system.***

<http://osticket.mssm.edu/support/index.php>

Open a New Ticket

InfoEd / New User Request

Comlete form

Create Ticket

Adding a delegate:

Log-in, go to “My profile” then “edit” and click on “delegates”.

You can then click “Add” and then type in name.

Once it opens up, make sure you click all the boxes available for the Delegate so they can get full access to the application.

## INTRANET and additional Helpful Links

<http://mshsintranet.mountsinai.org/mshhome.aspx?id=19955>

<http://intranet1.mountsinai.org/msmc/services_toc.asp>

Recreation Department (sports, cell phones, discounts) <http://recreation.mountsinaihealth.org/>

Administrative and Employee Services: [Mount Sinai Intranet](http://intranet1.mountsinai.org/msmc/services_toc.asp)

**Postdoc Resources**: <https://labs.neuroscience.mssm.edu/postdoc-resources/>

**Student Resources**: <https://labs.neuroscience.mssm.edu/phd-neuroscience-students-what-you-should-know/>

[Computer Services - Software | Icahn School of Medicine](https://icahn.mssm.edu/about/computer-services/software?pk_vid=fa55d1d4a0ac9f4117326279057fafd2)

**Friedman Brain Institute Events**

<https://icahn.mssm.edu/research/friedman/events>

Seminar Series – Thursdays @ 1p

Postdoc/Student WIPS – Various schedules

9.30a – 10.30a

Listservs:

Research Listserv – The research administration email messaging service enables you to receive important Icahn School of Medicine news and information targeted to researchers and their staff. <https://researchroadmap.mssm.edu/research-listserv/>

## HR FAQS

HR Link - <http://intranet1.mountsinai.org/humanresources/hr_home.asp>

Holiday Schedule - <http://intranet1.mountsinai.org/humanresources/Holiday_Schedule.asp>

PTO Policy: <https://www.dropbox.com/s/gm12qngbr70io2w/PTO%20HR-03.21.pdf?dl=0>

PTO begins on the first day of the month coincident with or immediately following the employee’s date of hire.

Timesheet:

<https://www.dropbox.com/s/i4jmjymdjfx1e0s/WeeklyTimesheet_rev_070621_jr.xlsx?dl=0>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Instructions on submitting timesheets: |  |  |  |  |  |
| 1. Please submit your timesheet every Friday to [neuro-payroll@mssm.edu](mailto:neuro-payroll@mssm.edu), but no later than 11 am the following Monday.  If received after 11am, there may be a delay in your paycheck. | | | | | |
| 2. If you are here Monday thru Friday regular hours, please enter total hours as 37.5 hrs. | | | | |  |
| 3. When you are out for a HOLIDAY, indicate so on correct date.  If you work on a holiday, you will automatically  be paid the holiday extra day in the future.  If a holiday falls within your first 30 days, holiday pay will be paid out after 12 months from your start date. | | | | | |
| 4. When you are "out" on PTO, whether it is sick or vacation days, indicate so on the corresponding date.  You earn 19 PTO days each year and can carry over 5 days. | | | | | |
| 1. You must take a lunch break for one hour when you have worked 6 hours or more for that day.   Only .5 hours are paid for your lunch break. | | | | | |
| 1. PI must approve either timesheet or by email.   **Direct Deposit, you must sign up online via Sinai Cloud by the end of your first week.**  **If your first paycheck doesn’t arrive by direct deposit, it may be a hardcopy paper paycheck**  **which can be picked up at the Main Cashier.**  **Managing Direct Deposit:** [click here](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.dropbox.com_s_jjwd61a74krqp3f_QRG-2520-2D-2520Managing-2520Direct-2520Deposit-2520-252810082020-2529.pdf-3Fdl-3D0&d=DwMFaQ&c=shNJtf5dKgNcPZ6Yh64b-ALLUrcfR-4CCQkZVKC8w3o&r=pr46nK_L5PkDB9x6mHM4oaeXdJbIEK4WeQvXusll5Yc&m=GcZP7BYS3Q4qdTNqXOBHeYWPwDg5Tef9vRAW0gqR_uBCEDEa0v28XVVQq_9g9RIz&s=5l-YjYfINfBpY_Ri68iwApbGjyYR7NRJ-RNV_DkeCp4&e=)  **Information regarding payslips:**  **How to access payslips:** [click here](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.dropbox.com_s_2jpm0wdvvxvkuv4_Sinai-2520Cloud-2520-2D-2520QRG-2520-2D-2520Viewing-2520Payslips-2520v2.pdf-3Fdl-3D0&d=DwMFaQ&c=shNJtf5dKgNcPZ6Yh64b-ALLUrcfR-4CCQkZVKC8w3o&r=pr46nK_L5PkDB9x6mHM4oaeXdJbIEK4WeQvXusll5Yc&m=GcZP7BYS3Q4qdTNqXOBHeYWPwDg5Tef9vRAW0gqR_uBCEDEa0v28XVVQq_9g9RIz&s=K2_U-UQqGUbmcyhTXeLIARJ5opILLn_-dROHvoPfEjI&e=)  **Payslip overview:** [click here](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.dropbox.com_s_mw6k2dpxw70ah4i_Payslip-2520Overview-2520-2D-2520Landscape.pdf-3Fdl-3D0&d=DwMFaQ&c=shNJtf5dKgNcPZ6Yh64b-ALLUrcfR-4CCQkZVKC8w3o&r=pr46nK_L5PkDB9x6mHM4oaeXdJbIEK4WeQvXusll5Yc&m=GcZP7BYS3Q4qdTNqXOBHeYWPwDg5Tef9vRAW0gqR_uBCEDEa0v28XVVQq_9g9RIz&s=wI9UeltXwISsr5_Sg5u3r6mRyGJTRpxNG0h7xs9QhAs&e=) | |  |  |  |  |

Probationary Period:

Non-Exempt (weekly) = 3 months from date of hire

Exempt (bi-weekly) = 6 months from date of hire

Please note: Postdocs are not considered part of this performance appraisal process, they have their own system that doesn’t include a probationary performance appraisal.

## Additional Resource Pages:

[Faculty](http://labs.neuroscience.mssm.edu/resources/) / [Postdoc](http://labs.neuroscience.mssm.edu/postdoc-resources/) / [Student](http://labs.neuroscience.mssm.edu/phd-neuroscience-students-what-you-should-know/) Resources on the [neuroscience labs website](https://labs.neuroscience.mssm.edu/)

## Employment Verification Letters:

* Employee Verification Letters during employment are now accessible through Sinai Cloud – here are the instructions:

<http://mshsintranet.mountsinai.org/uploadedFiles/MSHSCloud/Sinai%20Cloud%20-%20QRG%20-%20%20Generate%20Employment%20Verification%20Letter%20with%20Salary%20Info%20(002).pdf>

* Employee Verification Requests post employment at Sinai can be sent here: Please send in your request (and/or forms) to [Verifintake@mountsinai.org](mailto:Verifintake@mountsinai.org)
* For former students, they can reach out to the registrar’s office.  Registrar [Registrar@mssm.edu](mailto:Registrar@mssm.edu)