TOOLS FOR YOUR FIRST DAY

Before arriving to MSK:

- View all GME House Staff Orientation videos and be sure to Certify Completion
- Confirm with Employee Health Services that all medical clearance documents have been submitted
- Confirm that all onboarding tasks have been completed in iCIMS

On-Site Check-in on your first day:

- You'll receive instructions from the GME Office about where to report on your first day
    - Check-in with GME, obtain lab coats, scrubs, get your ID badge and confirm employment eligibility with HR
- You'll receive instructions from your departmental Coordinator regarding where to report for clinical duty on your first day
    - Meet the clinical team, complete departmental orientation, group systems training, etc.
- Register for ezNotify (https://eznotify.mskcc.org/) to receive critical communications from MSK
- Review the Day One tasks to be done in Workday
    - Update your address
    - Enroll in Direct Deposit

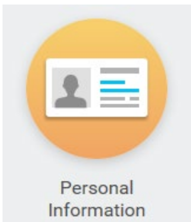
During your first week:

- Complete the Required Regulatory Training assigned to you in My Learning

If you have any issues, reach out for assistance:

Graduate Medical Education Office
21st floor of the Memorial Building – Suite M2101A
Phone: 212-639-6788
8:30am to 5:00pm Monday - Friday

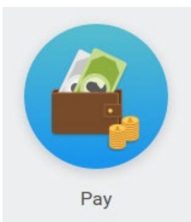
Workday is a self-service website that connects you with HR, Benefits, and Payroll data. You can see important up-to-date information and, for certain items, update your information right online!



Personal Information

Update your address, phone number and other personal information.

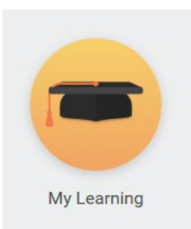
*****You must update your address within the first week of training *****



Payroll

Enroll and update your direct deposit and other deduction or contribution information.

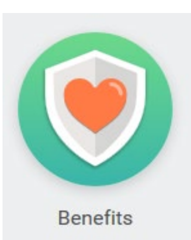
*****You should enroll in direct deposit and complete the tax withholding forms within your first week. Contact Payroll with questions at 646-227-3436*****



My Learning

Complete Required Regulatory Training modules and enroll in any additional training and development courses.

*****Please complete mandatory training no later than <u>within your first 2 weeks</u>*****



Benefits

Enroll in Benefit plans and Commuter Spending Accounts. Review and update 403b elections. Review health, flexible spending accounts and other benefits information. Review and update dependent personal information.

*****Your benefits are effective your <u>first day</u> of training, but you are given until the end of the month to enroll – contact HR Benefits for information at 646-227-3134*****

From any computer, visit workday at https://mskoffice.mskcc.org/ or via the MSK Intranet.

Add or Update Payment Elections (Direct Deposit)

MSK encourages employees to authorize automatic payroll deposit of their net pay to any financial institution in the United States. Use the Update Payment Elections feature in Workday to add or update your direct deposit elections.

Employees may deposit their pay into up to three accounts. Note that the Routing Transit Numbers starting with "5" are invalid. Contact your bank if you are unsure of the correct Routing Transit Number.

Pre-Requisites

- Name, account number, and routing transit number of your financial institution. (This information can typically be gleaned via a blank check or the financial institution's website.)

Step-by-Step Instructions:

Updating or adding direct deposit is a two-step process: you will first need to add an account or accounts to your profile (see Step 1). Then, you will make your specific elections regarding how much (either balance or specific amount) of your payment is directed to each account (see Step 2).

Log into Workday and on the right-hand side, under **Quick Tasks**, select **View All Apps.** Open the **Pay** application.

2. Select **Payment Elections** from **Actions** menu.
3. On Payment Elections screen, view current election(s) under **Accounts**.

Step 1: Add a New Direct Deposit Account

1. Under your Accounts, select **Add**.
2. Next, on Add Account screen, edit the following fields:
    1. **Account Nickname** – (optional) Enter a nickname for your financial institution
    2. **Routing Transit Number** – Type the nine-digit routing number of your institution
    3. **Bank Name** – Type the official name of your financial institution
    4. **Account Type** – Choose either Checking or Savings account
    5. **Account Number** – Type the full account number of your financial institution.
    6. **Bank Identification Code** – (Optional) If your financial institution has a unique 8 to 11 character Identification Code, list it here.
3. Select **OK**.

Step 2: Update or Add Payment Elections

1. Under Payment Elections section, select **Edit**.
2. You are allowed up to divide your direct deposit between up to three separate accounts. Use the **Add** button to add an election.
3. **Country** must remain **United States**.
4. **Currency** must remain **USD**.
5. Under **Payment Type**, select either **Check** or **Direct Deposit**.
6. Under **Account**, select account to use.
7. Under **Balance/Amount/Percent**, choose either **Balance** or **Amount**:
    1. **Balance** will apply full bi-weekly payment to this account.
    2. Under **Amount**, designate exact dollar amount to be applied to this account.
8. You must have the **Balance** option selected for the last election or the **Amount** percentages must add up to 100%. To add another account, use the **Add Row** button and follow steps 3-7.
9. Select **OK** to submit your elections.

To Update a Current Direct Deposit Account

1. Select **Edit** button next to current direct deposit listing.
2. On Change Account screen, edit/update any of the following fields:
    1. **Account Nickname** – (optional) Enter a nickname for your financial institution
    2. **Routing Transit Number** – Type the nine-digit routing number of your institution
    3. **Bank Name** – Type the official name of your financial institution
    4. **Account Type** – Choose either Checking or Savings account
    5. **Account Number** – Type the full account number of your financial institution.
    6. **Bank Identification Code** – (Optional) If your financial institution has a unique 8 to 11 character Identification Code, list it here.
3. Select **OK**.

To Remove a Current Direct Deposit Account

1. Under **Account**, select **Remove** button next to direct deposit listing you would like to remove.
2. On the Delete Bank Account screen, confirm the account to be deleted.
3. Select **OK.**

Next Steps

- Your submission will be reviewed by your Payroll partner, who will reach out to you with any questions.

Required Regulatory Training for GME

All GME must complete their training within their first week at MSK. After a one-time setup with PingID, courses can be completed remotely, including from a mobile device.

Set Up Access and Complete Courses:

1) The following must be completed on the first day of your rotation:
    a) Set up your password
    b) Register for PingID to complete your courses remotely

2) Log in to Learning Hub:
    a) If at an MSK location, go to Learning Hub.
    b) For remote access, visit MSK Office (https://mskoffice.mskcc.org), select **MSK Learning Hub**, and log in using PingID.

3) Select “**Saba (formerly My Learning)**” under "Useful Links."

4) Select “**My Courses**” to access the courses assigned to you.

5) Select the **title** of the course you would like to complete.
6) Select “**Launch**” to begin the course.*

*For “**MRI Safety: Level 1**,” select “**View Summary**” and then “**Launch**” for each of the activities listed. You must complete the first activity before the second can be launched.

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View Your Certification Status:

1. On the home page, select **"My Reports"** to view the status of your training certifications.

My Reports

2. Each training certification will have one of three potential statuses:
   - Assigned: The employee has not yet completed the certification
   - Acquired: The employee has completed the certification and no action is required
   - Overdue: The employee has not yet completed certification and is out of compliance

Self-enrollment for Special Cases Only:

You may be asked to complete additional training outside of the standard requirements for your position. In these situations, follow the instructions outlined below:

1. Log in to Learning Hub.
2. Select "**Saba (formerly My Learning)**" under "Useful Links."
3. Scroll to the bottom of the home page and select the appropriate course from the table.
4. Select the "**Register**" button under the course title.

   REGISTER

5. Select either of the two **"Complete Registration"** buttons and receive a confirmation message.

   COMPLETE REGISTRATION

6. Select "**Launch**" to begin the course.*

   LAUNCH

   *For "**MRI Safety: Level 1**," select "**View Summary**" and then "**Launch**" for each of the activities listed. You must complete the first activity before the second can be launched.