February 22, 2016

To: Albert Einstein College of Medicine Department Heads, Administrators and Hiring Officials

From: Yvonne Ramirez, Vice President for Human Resources & Diversity Officer

Subject: New Hire/Rehire Employment and Onboarding Process

As many of you experienced directly, the transition of Einstein to the Montefiore Medical Academic Health System (MMAH) has introduced new ways of doing business. In the area of onboarding, Montefiore Medical Center’s standards are required for employment under the MMAH.

Due to the new requirements and the level of follow up needed to ensure new employees are properly onboarded and oriented to Einstein, the onboarding process has been centralized. Human Resources will be responsible to ensure compliance with processes for all Faculty, Staff, Pre-Doctoral and Post-Doctoral Fellows, Visiting Scholars and Scientists, Research Trainees, Student Employees and Volunteers. Our long term goal is to ensure compliance and to help welcome our new Einstein colleagues to our community, help enroll them on payroll and benefits, receive their email and other important access to systems and processes and services at Einstein. As we continue to orient our administrators to these new procedures and to integrate systems more tightly, we expect to continue to make improvements to our processes to achieve our long term goal.

We apologize that the first few months after the transition have been frustrating and confusing in several areas but the integrated systems and support we need in place to operate efficiently are still being developed. I ask for your patience as we work together to fully implement and improve administrative effectiveness and systems at the College while we comply with MMAH policies and requirements.

In October we met with departmental administrators to communicate Einstein’s onboarding requirements. We have reallocated existing resources to help you and the College manage our new onboarding requirements. This has been up and running for the last few months. I hope this more broadly distributed communication will assist everyone in understanding how potential new colleagues should be onboarded successfully.

Onboarding of new employees will be a shared responsibility of the hiring official, the department administrator and the HR onboarding coordinator.

Responsibilities are outlined as follows:

**Hiring Official**

The Hiring Official is typically a Principal Investigator, Department Head or Administrator responsible for securing hiring authorization from the Office of the Dean and the Finance Department. The Hiring Official will be responsible for the hiring selection and provide a formal offer of employment to a prospective new employee.

**Note:** HR provides oversight for all staff and administrator appointments.
Administrator Responsibilities:

- Create hiring requisition (iCIMS) with necessary approvals documented;
- Email HR onboarding coordinator with Name, CV, fully executed offer letter and best contact information of prospective new employee to initiate onboarding process;
- Visa information, where applicable, must be provided by Einstein’s Office of International Scholars to the HR onboarding coordinator.

HR Onboarding Coordinator Responsibilities:

- HR onboarding coordinator will contact the prospective new employee within 24 hours, normally, to welcome and initiate the Employment and Onboarding process;
- Onboarding requirements are fully explained and, depending on category of employment, may include the following:
  - Education verification
  - Criminal background screen
  - Social security trace
  - Drug screening
- Appointments are coordinated with the prospective new employee to include:
  - Occupational Health Services medical screening
  - Completion of I-9 employment eligibility in accordance with the Immigration Reform and Control Act (IRCA) and collection of all new hire forms

Note: HR will schedule all appointments with OHS and ensure medical screening is secured prior to the employee’s first date of employment.

Once all onboarding requirements are satisfied, the prospective employee is authorized to begin work and be added to payroll. The HR onboarding coordinator will then generate the new Banner ID (to initiate an Active Directory Account and Email) and the Administrator can complete the financial details required to add the new employee to payroll by creating an Electronic Personnel Action Form (EPAF).

It is essential to provide the HR onboarding coordinator with enough lead time to complete the onboarding process for the new employee. The onboarding process may normally take ten (10) working days to complete, assuming all the steps outlined above are followed and OHS medical clearance is satisfied.

For International visitors, much of the onboarding process can be completed prior to arrival in the United States.

Please click here to view the onboarding requirements for each New Employee category below:

- **New Employees ON Einstein Payroll**
  - Faculty, Post-Doctoral Fellows, Visiting Faculty, Scholars and Trainees
  - Pre-Doctoral Students
  - Einstein MD Students (i.e., Peer Tutors)

- **New Employees NOT on Einstein Payroll**
  - Faculty, Post-Doctoral Fellows, Visiting Faculty, Scholars, Trainees, Student Trainees

- **Exception for International Hiring**
Please feel free to contact the designated HR staff listed below if you have any questions or concerns.

Lani Allen, **Associate Director, Talent Acquisition**: lani.allen@einstein.yu.edu  
Christopher Guerrero, **Senior HR Representative**: christopher.guerrero@einstein.yu.edu  
Jennine Akumbu, **HR Onboarding Coordinator**: jennine.akumbu@einstein.yu.edu  
Berenice Pena, **HR Recruitment Coordinator**: berenice.pena@einstein.yu.edu  
Trina Sarkar, **HR Logistic Representative**: trina.sarkar@einstein.yu.edu

For any questions or concerns pertaining to Visa matters, you should contact:

Alexia Pakiela, **Manager, Office of International Scholars**: alexia.pakiela@einstein.yu.edu

We look forward to working with you to welcome our new Einstein colleagues and to provide them with a great beginning to their Einstein career.

Sincerely,

Yvonne M. Ramirez  
Vice President for Human Resources & Diversity Officer