

NEW HIRE HANDBOOK

Department of Population Health

Division of Comparative Effectiveness and Decision Science



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1. NYU LANGONE HEALTH INTRANET PORTAL

NYU Langone Health Intranet Portal

NYU Langone Health Intranet Portal: <http://www.atnyulmc.org/internal-login>

- This is most important website at NYU Langone Health. Anything you need to know about working at NYU Langone Health can be found here. You can also use this site to log into your Network Desktop remotely, read news, complete FOCUS training courses etc.

Items that can be completed via the portal:

- Set up Direct Deposit
- Update personal contact information
- Submit tickets for requested services
- Access FOCUS for required trainings
- Access to HR services and key contacts
- Access Webmail and the NYU Langone Health holiday calendar

Key Links

- **Webmail** – Access your email remotely via the webmail portal
- **FOCUS** – Performance management and organizational learning development. Check this site regularly to ensure your are up-to-date on all required learnings and performance tasks.
- **Free Shuttle Bus** – In the TOOLS section access Shuttle Bus information and a Live Map.
- **Popular Links**
 - Calendar – View public events and institutional seminars
 - Finance – Financial forms, job aids and policies
 - Library – Research Resources
 - Meeting Rooms – Book a room, host a meeting
 - News – Stay current with NYU Langone Health press releases, features and events
 - Policies and Procedures – First stop for all institutional policies governing research, finance, human resources, information technology, communications, etc

MCIT

- **MCIT: Support & Services** - If you have any computer problems, need access to download software, set up your e-mail to your cell phone etc., an MCIT ticket is required.
- **What is a ticket?** A ticket is a service request: <https://servicecatalog.nyumc.org/Pages/home-new.aspx>
Submit a ticket online with detailed notes or call the MCIT Help Desk at **212-263-6868**.
- **CEDS Shared Drive**
 - Open your first ticket by requesting access to the CEDS Shared Drive for Division Resources. Please reference “ceds ([\\shares-cifs.nyumc.org\Groups](https://shares-cifs.nyumc.org/Groups)) (J:)” and indicate that your access should mirror Meghan Gerard’s.
- **Wajid Qureshi is our Departmental IT Specialist**
 - E-mail: Wajid.Qureshi@nyumc.org; Telephone: 212-263-6592 or 646-501-2510
 - When troubleshooting an issue with Wajid, share your Kerberos ID and IP Address to log in to your desktop remotely. Your IP Address is saved on your computer desktop/wallpaper.
 - The most helpful tool when communicating with Wajid is the Snipping Tool. This application/feature (found in your computer Start menu) allows you to take screenshots of what your computer issue is.
 - On your first day contact Wajid to configure your Outlook e-mail and calendar.

Applications

Under the application catalog, we recommend that **“Favorite” (by clicking on the star icon)** these frequently used applications.

- MyTime (Kronos) – Timecard tracking and compliance
- MyTime (Kronos) Citrix Link – To access your timecard remotely on a desktop or laptop device
- WebEx – Audio and Video Conference Calls
- Network Desktop – Remote access to your NYU desktop
- Cloud Drive (Box) – Secure file sharing
- Research Navigator – Pre- and Post- Award Management Tool
- PeopleSoft Financials – Processing travel reimbursements, purchasing, procurement card reconciliations, etc.

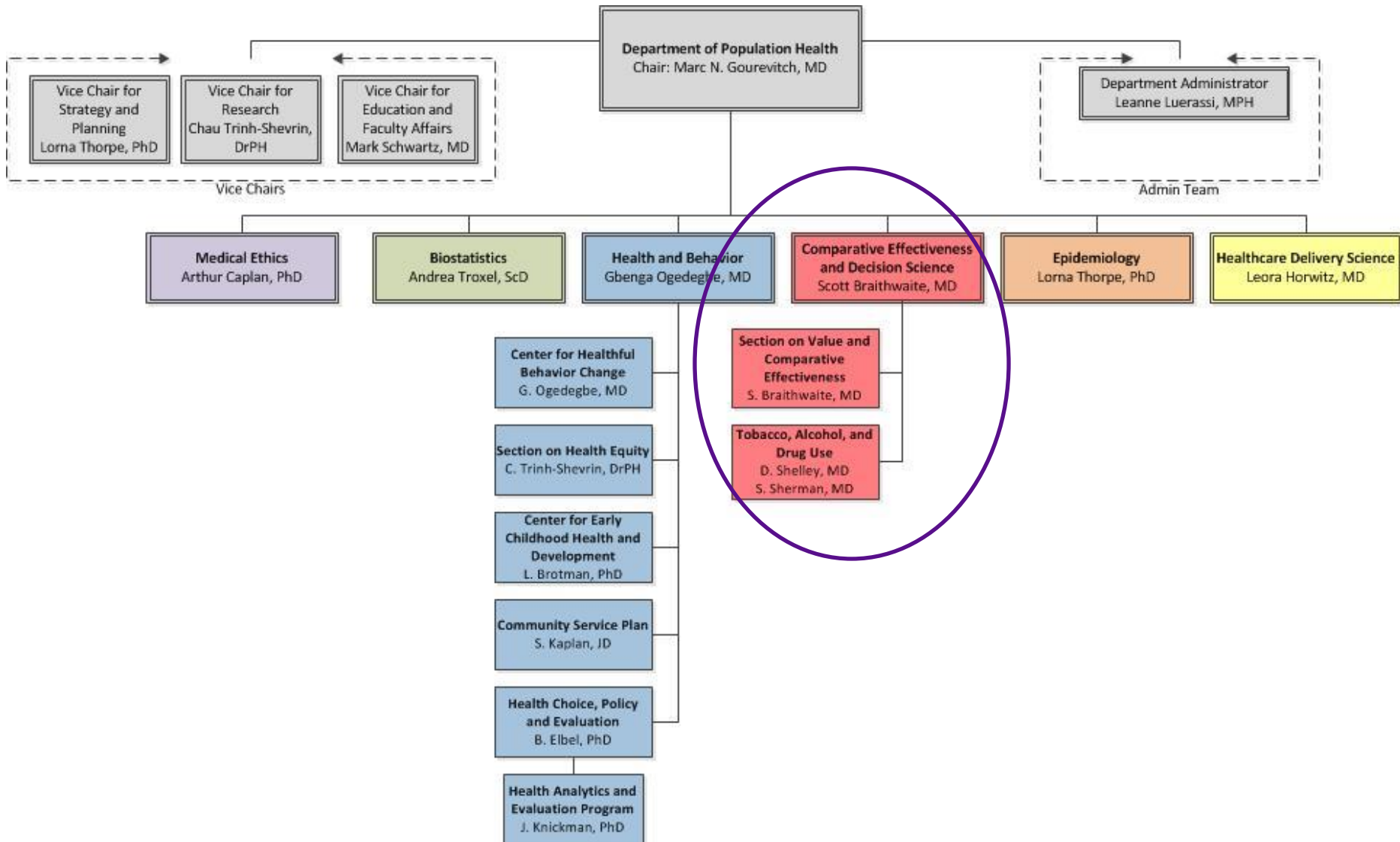
Human Resources

- Set up Direct Deposit via Payroll, review Benefits, access employee discounts etc.
- You must review your benefits during your benefits enrollment period, which is the **first 30 days of your start date**. After the first 30 days enrollment in several benefits will close and you will have to wait until the regularly scheduled annual review.

Questions about your Benefits?

- Access My Benefits via the Human Resources website or call Benefits directly at **212-404-3787**
- When you call Benefits you will need to enter your Employee ID. This can be found via My Pay on your paystub, or you may request it from Meghan Gerard directly.

2. DIVISION OF COMPARATIVE EFFECTIVENESS AND DECISION SCIENCE



Division of Comparative Effectiveness and Decision Science (CEDS)

Mission

- To empower influential decision makers in clinical care and health policy.
- We assess the likely outcomes of population health improvement strategies, using innovative tools, sophisticated computer models, and collaboration. In our assessments, we draw on the disciplines of decision science, cost effectiveness, comparative effectiveness, and metrics development to. Our ultimate aim is to increase not only how long people live but to maximize quality of life.

Sections

The Division of Comparative Effectiveness and Decision Science consists of two Sections.

- **Section on Value and Effectiveness (SOLVE)** aims to improve healthcare by conducting transferable research that focuses on personalization, prioritization, and resource allocation of healthcare services
- **Section on Tobacco, Alcohol, and Drug Use (TADU)** researches and develops innovative approaches to preventing and treating substance use and abuse.

Division Leadership

- **Scott Braithwaite, MD, MSc**
 - Division Director, Comparative Effectiveness and Decision Science
 - Director, Section on Value and Effectiveness
 - Professor, Population Health, Medicine
- **Donna Shelley, MD, MPH**
 - Co-Director, Section for Tobacco, Alcohol and Drug Use (TADU)
 - Professor, Population Health, Medicine
- **Scott Sherman, MD, MPH**
 - Co-Director, Section for Tobacco, Alcohol and Drug Use (TADU)
 - Professor, Population Health, Medicine, Psychiatry
- **Meghan Gerard, MPA**
 - Division Administrator
- **Carolina Becerra**
 - Grants Manager

Communications

Listserv Access

- There are a variety of listservs within the Department of Population Health and the Division of Comparative Effectiveness and Decision Science. Please contact the persons below to ensure you are on the listservs.
- CEDS Listserv – Division specific announcements – Please email Meghan Gerard to be added.
- Pop Health – Research seminars and departmental announcements
- DPH Digest – Weekly departmental news and events

Contact: Christopher Torgersen: Christopher.Torgersen@nyumc.org and Sasha Walek: Sasha.Walek@nyumc.org

Workstation Nameplate

- To obtain a name plate for your workstation kindly e-mail your name and title to Ann Rounds: Ann.Rounds@nyumc.org

Website Bio

- Please email Meghan Gerard with your name, title and a brief job description to be included on the NYU Langone Health website. The description should be a maximum of 60 words and be written in third person.

Emergency Contact Information

- Forward the following information to Meghan Gerard for our Department Emergency contact information list: Alternate (non NYU) Email Address and Mobile Phone Number.

Network Desktop – Remote Access

Accessing Network Desktop:

- Search Network Desktop in the Applications Catalog
- Download Citrix
- On the Network Desktop you will be able to access the shared drive, as well as your personal user drive. You will not be able to access items that you have saved to your Desktop as these items are saved onto your actual computer not a specific drive.

Checking e-mail remotely:

- You can check your e-mail three ways while you are not in the office:
 - Using your cellphone – Contact Wajid Qureshi to configure.
 - Signing into your Network Desktop
 - Logging onto NYU Langone Health Intranet Portal → Selecting the Webmail link



Hardware Technology

Dialing out on your phone

- To dial out press the number 9 first
 - Example: 9-1-212-263-4981 (Meghan Gerard's office number)
- To place a call internally dial the last 5 digits of the phone number
 - Example: 3-4981 (Meghan Gerard's office number)

Accessing Voicemail

- There are multiple ways you can check your voicemail
 - Internally: Dial extension 19500 or press the Messages key on your telephone
 - Externally: Dial (855) NYU-TELE or (855) 698-8353
 - If you don't have a password, put in a ticket with MCIT. Select "Can't find what you need" and request a temporary voicemail password

Telephone tutorial

- For more information on how to use the telephone/cisco telephone guide go to:
- MCIT: Support & Services → Telephones → Cisco Telephone Guides → Click on the tutorial links for guides and video instruction

Printer

- Please speak with your team members and Wajid Qureshi directly to ensure that your computer is setup with the appropriate printer.

180 Madison Ave Resources

- There is a printer/scanner/copier on the 8th floor at 180 Madison that can be accessed for large volume copying and scanning.
 - **Copying:** There are no restrictions on copying – simply press the copy button and follow prompts on screen to adjust number of copies.
 - **Scanning:** On the home screen press the GS-NX button. This will prompt you to log in with your Kerberos and give you the option to email to yourself or send to a location on your shared drives.

Research Links and Training

Research Navigator

- Application used to submit research proposals, submit Institutional Review Board (IRB) new applications, continuations, and study closures.
- **Required training:** FOCUS → Course Catalog → Type in the search bar “Research Navigator” → Complete MOD 1-7
- Learn more at the Office of Science and Research Portal: Medical Center → Research → Research Portal

Institutional Review Board (IRB)

- The institutional review boards at NYU School of Medicine promote and protect the welfare and rights of all human research participants.
- **Required training:** FOCUS → Course Catalog → Type in the search bar “IRB” → Complete the 3 Fundamentals courses
- Learn more: Medical Center → Research → Research Portal → Institutional Review Board (IRB) Operations

Collaborative IRB Training Initiative (CITI) Program

- Participation in the Collaborative IRB Training Initiative (CITI) Program is required for everyone listed on a study involving human subjects.
- **Required training and instructions:** Medical Center → Research → Research Portal → Office of Science and Research (OSR) → Clinical Research → Resources for Researchers & Study Teams → Human Research Regulatory Affairs → Courses & Training → Collaborative IRB Training Initiative (CITI) Program
- Complete Social Behavioral Research Course, Social and Behavioral Responsible Conduct of Research, and IRB Reference Resource
- The CITI online training takes approximately 3-6 hours to complete and should be done within the first week of employment.

Shared Resources

Office Locations

- Translational Research Building, 227 East 30th Street, 6th Floor
- 180 Madison Ave, 17th Floor and 9th Floor

Kitchen

- There is a kitchen located on all floors with a water cooler.
- It is advised to put your name on the items you leave in the fridge.
- Please sign up at regular intervals help clean out the fridge (you'll see a sign-up sheet on the door of the fridge).
- The fridge is cleaned on the first Friday of each month at 3:00pm. If your food is not clearly labeled during cleaning it will be disposed.

Supplies

- General office supplies are managed by **Ann Rounds**. Please contact her via email to complete and submit a formal supplies request.

*If an issue arises with shared resources or space, please contact **Meghan Gerard** and **Ann Rounds** and they will work with our Facilities representatives to address it in a timely manner.*

3. MYTIME

MyTime

Timesheets

- Staff is to report their hours worked via the MyTime portal within their NYU Langone Health account.
- Questions about worked hours and modifications should be directed to **Meghan Gerard**.
- Staff are required to punch in their hours daily.
- If you are unexpectedly out of the office please notify Meghan Gerard within 48 hours of your absence.

Using paid time off benefits – Vacation time

- Once you have completed your 6-month new hire probationary period, full time and part time staff are eligible for paid vacation days.
- To request vacation email your direct supervisor(s) one month in advance to obtain written approval.
- After your direct supervisor has approved the time off request, submit it via the MyTime portal.
- It is your responsibility to inform your colleagues and project stakeholders of your upcoming vacation and ensure that there is adequate coverage when are out of the office.
- Any time off during the probationary period should be discussed and approved by your supervisor and will be recorded as an unpaid excused absence.

Using paid time off benefits – Vacation time

- Once you have completed your 3-month new hire probationary period, full time and pat time staff you are eligible for paid sick days.
- If you are out sick, it is required to call or e-mail your direct supervisor(s) that you will be staying home and cc Meghan.Gerard@nyumc.org.

Payday cycle

- All staff are on a bi-weekly pay schedule and payments are on a 1-week delay.

Holiday schedule

- NYU Langone Health Intranet Portal → Human Resources → Employee Benefits → Time Off Benefits → Holiday Schedule



THANK YOU

