Getting Started

Obtaining a CWID and email account

You should receive your CWID when you visit HR. If you did not receive a CWID, contact Kelley McVay (212-746-6183). Have your Social Security number, full name and department and division that you work for ready. Please DO NOT send your Social Security number over e-mail. Also, if you are a non-employee postdoctoral trainee of Weill Cornell Medical College, please contact the Information Technology & Services Department at 212-746-6333.

After receiving your CWID, request access to an email account by filling out an Account Request (http://weill.cornell.edu/its/forms/pdf/AccountRequest.pdf) form and asking your DA to submit the completed form.

Enroll in the Health Benefits Program

If you are an employee postdoctoral trainee (i.e. if you are paid through Weill Cornell Medical College, not directly from an external funding agency), you should receive a benefits packet in the mail or from your Department Administrator. If you did not receive this packet, pick one up in the Benefits Office in Olin Hall, 420 East 69th Street, Room 211.

Fill out the enrollment/information cards for the following and return them to the Benefits Office:

- Health Benefits Plan
- Dental Assistance Plan
- Basic Life Insurance
- Vision Benefit Plan
- Long-Term Disability Income Plan
- Long-Term Care Insurance
- Automobile and Home Insurance Program
- Employee Supplemental Life Insurance
- Dependent Life Insurance
- Accidental Death and Dismemberment Insurance
- Flexible Benefits Plan (includes dependent care and health reimbursement accounts)
- Tax-Deferred Annuity Plan
- Commuter Tax Relief Program

Employees are eligible for health coverage effective the first of the month coincident with their employment or the first of the next month following the start date of their employment.
Attend a Postdoctoral Trainee Orientation Session

New postdoctoral trainees (Postdoctoral Associates, Fellows and Visiting Fellows involved in research) are invited to attend an Orientation generally held on the third Tuesday of each month at 10 AM in E035. Representatives from the Immigration office, the Office of Postdoctoral Affairs and the Postdoctoral Association will be available to answer questions. If you plan to attend, please RSVP by sending an email to postdocaffairs@med.cornell.edu.

Directions to E035: When you enter 1300 York Avenue, go past the security desk and make a right at the end of the hall. Follow the hallway around to the double doors (you will pass a bank of elevators and the glass-enclosed part of the library). After going through the double doors, take the stairwell on your right down one flight to the basement. E035 will be in front of you when you exit the stairwell.

Get informed about paying Federal, New York State, and New York City taxes.

Postdoctoral trainees should consult their local Internal Revenue Service (IRS) office regarding the interpretation of current codes, information about changes to the code, and the proper steps that they should take to insure that they are meeting their tax obligations.

Weill Cornell Medical College faculty and staff are not authorized to give tax advice. Here are some helpful websites regarding taxes:

- State and City taxes: New York State, Department of Taxation and Finance, www.tax.state.ny.us
- Weill Cornell Medical College 's Immigration Office: (see last step below)
**Complete your regulatory compliance requirements**

Visit the [Regulatory Compliance](#) section of the OPA website and complete the checklist to determine the courses and paperwork required for you to be in compliance with Federal, State, City and Institutional regulatory requirements.

**Join the Postdoctoral Trainee email listserve and LinkedIn Group**

Receive email messages that are pertinent to the postdoctoral trainee community by joining the listserve; once you receive your Weill Cornell Medical College email address, send an email request to join the list to postdocaffairs@med.cornell.edu.

Stay connected to current and former Weill Cornell Medical College scientists by joining the LinkedIn [Weill Cornell Medical College Scientist Network Group](#).

**Familiarize yourself with the Office of Postdoctoral Affairs website**

The [Office of Postdoctoral Affairs (OPA) website](#) has information specifically tailored to postdoctoral trainees. You will find resources for making the most out of your postdoctoral training and for progressing your career.

**If you are an international postdoctoral trainee, check-in with the Immigration Office**

You must register with the Weill Cornell Medical College Immigration Office immediately upon your arrival. The Immigration Office is located in Olin Hall, room 217, at 445 East 69 Street. The contact information for the Immigration Office staff is:

Jeanie Huang, Manager, Immigration [jch2003@med.cornell.edu](mailto:jch2003@med.cornell.edu) 212-746-1033

Eric S. Palazzo, Immigration Coordinator [esp2006@med.cornell.edu](mailto:esp2006@med.cornell.edu) 212-746-2191

The Immigration Office will help you obtain a Social Security number or individual taxpayer identification, determine your tax status, and determine your requirements for health and/or evacuation insurance. Please note that
a representative of the Weill Cornell Medical College Immigration Office will be available to answer questions at Postdoctoral Trainee Orientation Sessions.

**Bookmark this webpage in your browser:** [http://weill.cornell.edu/ehs/assistance.htm](http://weill.cornell.edu/ehs/assistance.htm)

This page contains important phone numbers for requesting assistance and reporting a problem.
Regulatory Compliance

Each new postdoctoral trainee is required to complete training sessions and exams in the first months of the appointment. You will be periodically reminded by Broadcast emails about some of the scheduled training sessions. Some training and testing is held online and to complete it you will have to visit the corresponding web page. Determine the training you need so that you will be compliant with Federal, State, City and Institutional regulations:

Requirements For All Postdoctoral Trainees:

Obtain a health physical exam from Workforce Health & Safety. Human Resources should schedule this for you when you visit them on your first day. Contact: Workforce Health & Safety 212-746-4370

Complete a financial conflicts of interest and commitments survey on an annual basis. This is not urgent and you are likely to be reminded when it is due. Any Weill Cornell Medical College employee needing to complete the survey can request an electronic or paper copy of it by sending an email to conflicts@med.cornell.edu. If you have any questions about completing the survey, please see the FAQs or contact conflicts@med.cornell.edu. More information can be found on the Conflicts Management Program website.

Complete the Tri-Institutional Responsible Conduct in Research training offered through the Office of Research Integrity -- choose "Educational Programs from menu at left.

Attend either a Laboratory Safety training class (required on an annual basis under OSHA regulations for all laboratory workers including postdoctoral trainees) or a Clinical and General Safety training class (for clinicians who may be exposed to a blood-borne pathogen or hazardous chemical, but do not work in a lab) offered through the Environmental Health & Safety (EHS) department. A schedule of class dates and times can be found on the EHS Instructor-Led Training webpage.

In New York City, whenever a laboratory is in operation, a New York City Fire Department Certificate of Fitness for Supervising Chemical Laboratories (C-14) holder must be present. This is a Fire Department of New York requirement. Visit the EHS C-14 webpage for information on obtaining a C-14.

If you work in a laboratory that uses or stores cryogenic liquids, you are
required to obtain a **Cryogenic Liquids Certificate of Fitness** (C-97). C-97 training is part of a New York City Fire Department certification process for the storage and handling of cryogenic liquids. This training is offered upon request. To schedule training, contact EHS.

**Fulfill HIPAA Security Training requirements.** The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule is the first comprehensive Federal protection for the privacy of personal health information. All trainees should fulfill these requirements.

**Complete online Research Compliance Training.** Necessary if applying for grants or fellowships. This module is intended to address both institutional and statutory requirements that arise in the grant application process. All research faculty and staff must complete this module in order to be certified. The Office of Research Compliance will receive updates for this module and will develop new modules in light of the changing nature of research compliance. All modules will be monitored to identify those individuals who have completed each module via receipt of certification. All modules will be web-based and accessible by using your CWID. Meet with your Faculty Advisor to discuss the details or your project and determine the need for additional training not listed below (e.g. laser safety) and/or specialized Personal Protective Equipment (e.g. respirators).

**Update your information in myProfile.** This service allows you to update your personal and professional information, including your name and contact information, so that tax forms (e.g. W2) will be sent to the correct address and other Weill Cornell Medical College employees can contact you. It also shows outstanding certifications that require training and allows you to download PDF certificates proving completion of training. Additionally, it provides information to the Research and Sponsored Programs office for the creation of an Electronic Routing Form (ERF), which is required if you plan to submit a grant application.

### Requirements For Trainees Performing Specific Research:

**Working with Biohazards**

All personnel working with acutely toxic substances or Pathogenic microbial agents must have pre-placement medical evaluations in the Workforce
Health & Safety Office.
Your Faculty Advisor must inform the Institutional Biosafety Committee of your addition to the approved protocol.
You must obtain the appropriate approval and training for access to Biosafety Level 3 (BSL-3) and Animal Biosafety Level 3 (ABSL-3) Facilities and to work with BSL-3 agents. Contact Environmental Health and Safety for more information.

**Working with Radioactive Materials**

You must complete the Radiation Safety Certificate Course; visit the Office of Health Physics website for the training schedule and additional information. Scheduled training sessions are also announced through the Broadcasts.

**Performing Human Subjects Research**

Your Faculty Advisor must add you to their Internal Review Board (IRB)-approved Human Subjects Protocol.
If your project is funded through NIH, you must complete the Course in The Protection of Human Research Subjects. Information about this course can be found on the Collaborative Institutional Training Initiative (CITI) website and on the Weill Cornell Medical College Office of Research Integrity website.
Please visit the IRB website for additional information about performing Human Subjects research at Weill Cornell Medical College.
Please visit the above web site for information regarding the Health Insurance Portability and Accountability Act (HIPAA) and visit the following site to find out about HIPAA testing: http://weill.cornell.edu/research/rea_com/hip_test.html.

**Performing Human Embryonic Stem Cell Research**

Your Faculty Advisor must notify the Embryonic Stem Cell Research Oversight Committee (ESCRO) of your addition to the protocol.
You must complete the mandatory training module on HESC/Covered hPS Research Operating Procedures. More information and downloadable forms can be found on the Tri-Institutional Human Embryonic Stem Cell Research website and the Weill Cornell Medical College Research Integrity website.

**Performing Laboratory Animal Research**

All animal work conducted in live vertebrate animals must be covered
under a Weill Cornell Medical College Institutional Animal Care and Use Committee (IACUC) approved protocol, and your Faculty Advisor must add you to this protocol.

If you conduct live vertebrate animal work, you must fulfill the requirements of the Workforce Health & Safety Program. You must attend the Research Animal Resource Center (RARC) New Investigator Orientation, and other training may be needed based on the protocol. See the RARC website for additional information, and discuss your research with a RARC staff member to determine the requirements for your specific project.