

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 with the HR Onboarding Coordinator

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 (complete I-9 on-site if unable to do so virtually with HR Onboarding Coordinator)
- 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

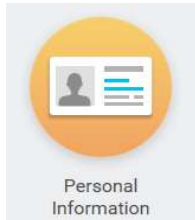
21st floor of the Memorial Building – Suite M2101A

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.

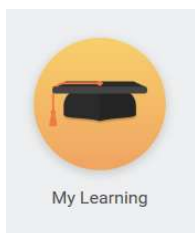
*****You must update your address within the first week of training *****



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*****



Required Regulatory Learning

Complete required training modules and enroll in any additional training and development courses.

Please complete mandatory training before the end of our first week



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 first day of training, but you are given until the end of the month to enroll – contact the HR Resource Center for information at 646-677-7411*****

Haiku Download and Configuration

Haiku on an iPhone or Android phone allows secure access to clinic schedules, hospital patient lists, health summaries, test results, notes, messaging, and In Basket.

Configuration Instructions: Apple

Note: You must have Haiku installed on your device first for the link to work.

1. Download **Haiku** from the MSK Hub or your device's app store
2. Open your device's native camera and scan the QR code **1**
3. Once scanned, select the option to **Open in Haiku**
4. Haiku will launch, prompting you to **Accept the License Agreement**
5. Haiku is now configured! You should see the login displayed at the top of the screen **2**

1



2

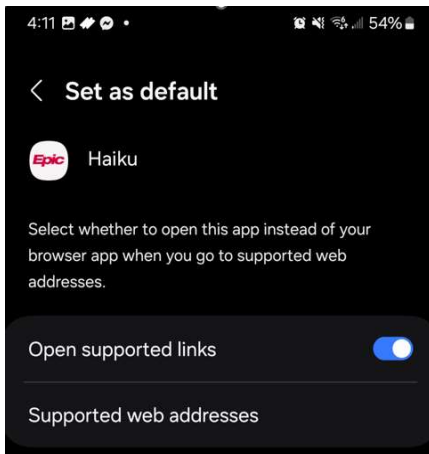


Configuration Instructions: Android

Note: You must have Haiku installed on your device first for the link to work.

1. Download **Haiku** from the MSK Hub or your device's app store
2. Verify that your Android allows opening supported links:
Go to **Settings > Apps > Default Apps > Opening Links** and ensure each app is allowed to open supported links
If needed, select **Open supported links** and set it to **Always open** ①
3. Open your device's camera from the profile used to download the app and scan the QR code ②
4. Once scanned, select the option to **Open in Haiku**
5. Haiku will launch, prompting you to **Accept the License Agreement**
6. Haiku is now configured! You should see the following displayed at the top of the screen ③

1



2



3





Direct Deposit Enrollment in Workday

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.

Note: You may be required to self-authenticate in Workday to finalize certain transactions.

Pre-Requisites

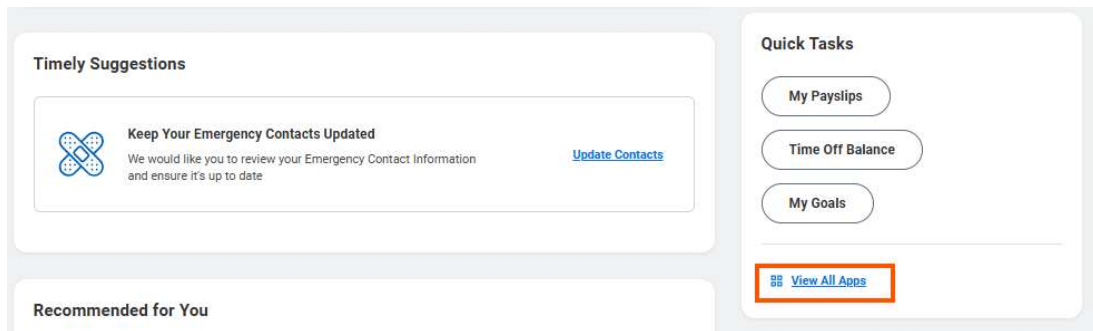
- Name, account number, and routing transit number of your financial institution. (This information can typically be gleaned via a blank check or the financial institution's website.)

Step-by-Step Instructions:

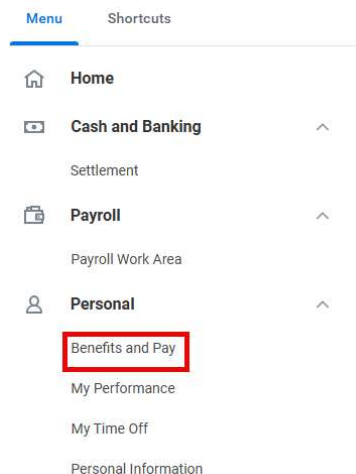
Detailed step-by-step instructions can be found on OneMSK by clicking [here](#).

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).

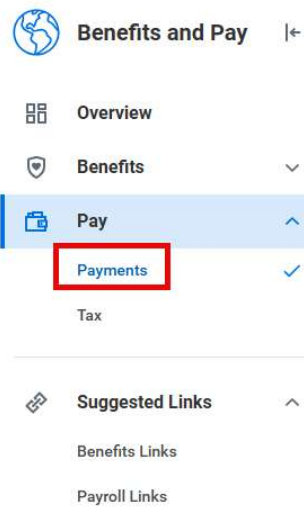
1. On your Workday dashboard, click **View All Apps**.



2. Open the **Benefits and Pay** application.



3. Navigate to Pay > Payments.



4. On the **Payments** screen, view current bank election(s) under **Accounts**.

Payment Elections

Person [Redacted]

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 04/18/2025 09:39 AM

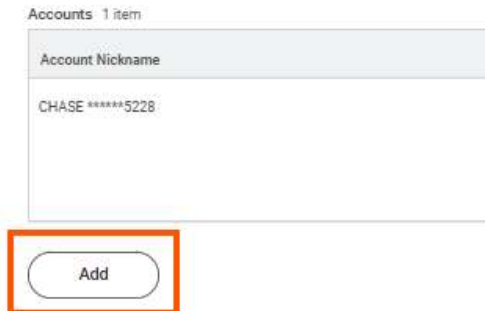


Add a New Direct Deposit Account

Step 1

1. Under the **Accounts** section, select **Add**.

You may be required to authenticate



2. Next, on the **Add Account** screen, edit the following fields, then click **OK**:

- **Account Type**- Choose either Checking or Savings account.
- **Routing Transit Number**- Type the nine-digit routing number of your institution.
- **Account Number**- Type the full account number of your financial institution.
- **Bank Name**- Type the official name of your financial institution.
- **Bank Identification Code**- (Optional) If your financial institution has a unique 8-11 character Identification Code, list it here.
- **Account Nickname**- (Optional) Enter a nickname for your financial institution.

Account Information

Account Type	*	<input checked="" type="radio"/> Checking
		<input type="radio"/> Savings
Routing Transit Number	*	<input type="text"/>
Account Number	*	<input type="text"/>
Bank Name	*	<input type="text"/>
Bank Identification Code		<input type="text"/>
Account Nickname (optional)		<input type="text"/>

OK

Cancel

Step 2 - Update or Add Payment Elections

1. Under the **Payment Elections** section, select **Edit**.

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Regular	Direct Deposit	CHASE *****5228	*****5228	Balance Yes	Edit

2. You can divide your direct deposit between a maximum of three separate accounts. Use the **Add** button to add an election.

Payment Elections 1 item

Order	*Country	*Currency	*Payment Type	Account
<input type="button" value="+"/>	<input type="text" value="United States of America"/>	<input type="text" value="USD"/>	<input type="text" value="Direct Deposit"/>	<input type="text" value="CHASE *****5228"/>

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**:
 - o **Balance** will apply full bi-weekly payment to this account.
 - o Under **Amount**, designate exact dollar amount to be applied to this account.
8. You must have the **Balance** option selected for the last election. To add another account, use the **Add** button and follow steps 3-7.
9. Select **OK** to submit your elections.

Payment Elections 2 items

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<input type="button" value="+"/>	<input type="text" value="United States of America"/>	<input type="text" value="USD"/>	<input type="text" value="Direct Deposit"/>	<input type="text" value="Chase Bank *****5678"/>	<input type="radio" value="Balance"/> <input checked="" type="radio" value="Amount"/> <input type="text" value="150.00"/>
<input type="button" value="+"/>	<input type="text" value="United States of America"/>	<input type="text" value="USD"/>	<input type="text" value="Direct Deposit"/>	<input type="text" value="CHASE *****5228"/>	<input checked="" type="radio" value="Balance"/> <input type="radio" value="Amount"/> <input type="text" value="0.00"/>

Balance must be the last election.

Next Steps

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

Frequently Asked Questions

- 1. Can I add an international bank account?**
MSK's payroll system cannot handle international bank accounts. Employees will need to open a US bank account to set up their direct deposit.
- 2. Why can't I allocate a percentage to each bank account?**
Workday does not allow for percentages to be allocated towards different accounts. If you would like a specific amount to be deposited into different accounts, you will need to manually calculate the net flat amount to be deposited for each account based on your annual salary. Please designate the exact dollar amount to be applied to your account based on your own preference. One account can have an exact amount listed and the other account must be set to balance.
- 3. How do I add my account under 'Payment Elections'?**
Once you add your account under the 'Accounts' section, you have one more step to complete. Follow '**Step 2 - Update or Add Payment Elections**' above to add your account.
- 4. I just updated my Payment Elections. Will the changes be reflected in my next paycheck?**
If you would like to update your payment elections and have the changes be reflected in your next paycheck, you must update your payment elections by 10:00am Tuesday, two days prior to payment date.