



Weill Medical College of Cornell University

Orientation Handbook & Resource Guide for Postdoctoral Associates & Fellows

January 2006

*Written by the WMC Postdoctoral Association and
Office of Postdoctoral Affairs*

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Welcome to the Postdoctoral Community at Weill Medical College

The Office of Postdoctoral Affairs and WMC Postdoctoral Association welcome you to Weill Medical College of Cornell University. You are joining a dynamic research community with nearly 1,800 full-time research and clinical faculty in 23 basic science and clinical departments. With 232,000 square feet of research laboratory space, much of it renovated over the past 10 years, the highly-ranked Weill Cornell Graduate School of Medical Sciences, Rockefeller University and Sloan-Kettering Institute, and all the culture and vitality New York City has to offer, you could not have selected a more ideal place to continue your biomedical research training.

The Office of Postdoctoral Affairs was opened by Dean Gotto in 2003 to provide a "home" for the over 300 postdoctoral associates and fellows working in laboratories throughout the college. We are available to assist you with any questions or problems you may have as you settle into your new home. The Office of Postdoctoral Affairs is committed to doing all we can to help you gain the knowledge and experience you need to transition successfully into your chosen career. We encourage you to attend upcoming career development programs designed to provide essential non-scientific skills of value for a variety of science careers. Please call us at 746-6116 to find out when the next monthly postdoctoral orientation session will be held.

The Postdoctoral Association is an independent organization of WMC postdoctoral associates and fellows that works to promote social and scientific interaction among postdocs. The Association represents the postdoctoral community to the Office of Postdoctoral Affairs and WMC administration. In addition to monthly postdoc happy hours in the Faculty Club and a film club, the Postdoctoral Association organizes an annual Postdoctoral Research Day to showcase the breadth and quality of postdoctoral research at WMC. We encourage you to participate in all the activities of your Postdoctoral Association.

Welcome and best of luck!

Sincerely,

Karen Sherman
Director, Office of Postdoctoral Affairs

Joel D. Pardee, Ph.D.
Faculty Director, Office of Postdoctoral Affairs
Associate Dean, Weill Graduate School of
Medical Sciences

Campus map & Directions

http://www.med.cornell.edu/contact/maps_flash.html

<http://www.med.cornell.edu/contact/maps.html>

Directions by subway

Take the 6 train to the 68th Street/Lexington Station. Walk four blocks east to York Avenue or take the M66 bus eastbound to York Avenue. The main entrance is located at 1300 York Avenue, right at 69th Street.

Directions by bus

Via York Avenue, take the M31 to 69th Street. Via 1st Avenue, take the M15 to 67th Street. Walk one block east to York Avenue. The main entrance is located at 1300 York Avenue, right at 69th Street.

(The M31 operates north and south on York Avenue, and across town on 57th Street.)

Crosstown buses **M30**, **M66**, and **M72** allow you to transfer to the M31 at York Avenue.

Quick Reference Guide

College web-site: <http://med.cornell.edu/>

WMC Administration

- **Office of Postdoctoral Affairs**

Joel PARDEE, PhD. Faculty Director, jpardee@med.cornell.edu;

Karen SHERMAN, Director, krsherma@med.cornell.edu

Office of Postdoctoral Affairs, 445 East 69th Street, Room 412 New York, NY 10021. Tel: 1-212-746-6116 fax: 1-212-746-8906. Interoffice Address - Box 65.

- **Human Resources Department** Joan and Sanford I. Weill Medical College of Cornell University, 445 East 69th Street - Olin Hall Second Floor, New York, NY 10021. Interoffice Address - Box 59.

<http://www.med.cornell.edu/hr/who.html>

- **Health insurance and benefits questions** contact Benefits and Administration Office - Olin 220. Clare A. McDONOUGH, Associate Director, Benefits and Administration cmcdonou@med.cornell.edu 1-212-746-1232. Rosemary CIUS, Manager, Benefits Administration rcius@med.cornell.edu 1-212-746-1201. Kathy STENGER, Benefits Supervisor.

kastenge@med.cornell.edu

- **Services for international postdocs:** Contact Immigration office - Olin 211. Jeanie HUANG, Manager, Immigration jch2003@med.cornell.edu 1-212-746-1033. Jennifer BRANCATO, Immigration Assistant jmb2005@med.cornell.edu 1-212-746-2191.

- **Faculty Affairs:** 1300 York Avenue, Room C103, New York, NY 10021. 1-212-746-6329. <http://www.cornell.edu/ofa/>

- **Office of Academic Computing:** 1300 York Avenue, Box 12. New York, NY 10021. Fax: (212) 746-8161. **User Support:** (212) 746-4878. Monday - Friday 7am-7pm. <http://www.med.cornell.edu/oac/>

College Services

Campus Operator	1-212-746-5454
Housing Office	1-212-746-1001
WMC Library	1-212-746-6055
Security, ID unit.....	1-212-746-1837

Emergency Contacts

WMC Security, Command Center	1-212-746-0911
City Emergency Service	911
Suicide Prevention, NYC (24-hour Crisis-Emergency Hotline)	1-212-673-3000
Poison Control Center.....	1-800-222-1222
New York Presbyterian Hospital Emergency room :	525 East 68 th Street,
Greenberg Pavilion South, 1 st Floor.	

Other Resources

The **Employee Assistance Program Consortium (EAPC)**

<http://www.eapc.us/index.shtml> is a confidential, short-term counseling and referral service that is available free of charge to the employees and dependents of the Hospital for Special Surgery, Memorial Sloan Kettering Cancer Center, New York Presbyterian Hospital-Cornell Campus, The Rockefeller University, and Weill Cornell Medical College. Counselors are available Monday through Friday 9 a.m. to 5 p.m. Additional hours can be arranged by appointment. The EAPC is located at Phipps House (first floor) 445 East 68th Street (at York Avenue) New York, NY 10021. Phone: 212-746-5890.

The **Employee Development Center** <http://www.edcworks.com/> Employee Development Center 136 East 57th Street, 4th floor New York, NY 10022 Phone: 1-212-935-3030 Fax: 1-212-935-3037. The Employee Development Center provides employee assistance programming and consultation, among other services, free of charge to Weill Cornell employees.

Occupational Health Services 1315-1319 York Avenue. Phone: 1-212-746-4370 will assist you if you become ill or injured while at work.

First steps upon Arrival

Housing

Postdoctoral Trainees who hold the title of Postdoctoral Associate, Fellow, or Visiting Fellow are eligible for college housing. Most postdocs are accommodated in the newly constructed Southtown Residence on Roosevelt Island, a 35-minute commute to/from the college. A limited number of studios and one-bedroom apartments are also available on East 77th Street just a few blocks away from WMC.

Generally, single postdocs share two or three bedroom apartments and married couples, domestic partners and families qualify for studios, one or two bedroom apartments, depending on family size. It is strongly recommended that you apply as early as possible for housing. More detailed information as well as application forms may be obtained from the Housing Office or downloaded at <http://www.med.cornell.edu/housing/>.

The housing office is located at 420 E. 70th St., room 2S. Office hours are from 9:00 a.m. to 5:00 p.m., Monday through Friday. The office phone number is 1-212-746-1001, and fax number is 212-746 8876. The Housing Office can also be reached by sending e-mail to housing@med.cornell.edu.

Renting an apartment outside WMC housing is also a possibility. Although some real estate offices may have restrictive requests in terms of income or credit history some landlords are willing to rent their apartments to employees of the WMC. Please contact Maureen Kelly in the housing office for assistance.

Information for Foreign Scholars

WMC Immigration Office - Olin Hall 211.

Jeanie HUANG, Manager, jch2003@med.cornell.edu (212) 746-1033.

The WMC Immigration Office is available to provide immigration information and assistance with processing employment Visas. The office provides a wide range of services to foreign academic employees and their hiring departments, and ensures compliance with all government regulations relating to the employment of foreign nationals.

Upon arrival to New York, all international Postdoctoral Associates & Fellows must contact the WMC Immigration office to schedule an appointment for the arrival orientation. During the orientation, you will receive important information concerning your immigration status, visa renewals, U.S. taxes and obtaining a social security number. **After this first visit, always remember to check with the WMC Immigration Office anytime you are planning to travel outside the United States, and for any other information related to extensions, transfers, changes of status and all home and laboratory address and phone number changes.** All Tax Treaty and exemption questions should also be directed to the WMC Immigration Office.

Visas

While there are a variety of visa options available for an assortment of purposes, the most common visas utilized for temporary research are those of the **J-1 Exchange Visitor** and the **H-1B Temporary Worker**. **Pursuant to current WMC immigration policy, foreign academic employees may be sponsored for H-1B or J-1 visas for up to three years, even though appointments to the non-faculty, academic staff are for one-year at a time.** Each visa has specific classifications and strict requirements and it is strongly recommended that these be discussed with the WMC Immigration Office.

The "J-1" exchange visitor program is designed to promote the interchange of persons, knowledge, and skills in the fields of education, arts, and sciences. Participants include students at graduate levels; postdoctoral scientists obtaining on-the-job training with firms, institutions, and agencies; teachers of primary, secondary, and specialized schools; professors coming to teach or do research at institutions of higher learning; research scholars; professional postdocs in the medical and allied fields; and international visitors coming for the purpose of travel, observation, consultation, research, training, sharing, or demonstrating specialized knowledge or skills, or participating in organized people-to-people programs. Most foreign postdocs will enter the US under a "J-1" visa category, for reasons of visa processing time as well as income tax treaty applicability. Once a postdoc has been in the US for the maximum allowed period (currently 3 years), the postdoc will need to apply for a H-1B visa should additional time be needed to complete the training. If you are a J-1 visa holder returning to your home country, you may be required to remain there for two years before being eligible for change of status to other U.S. visas. This depends on agreements between your home country and the U.S. government, as well as the source of funding for your postdoctoral research. The two-year rule can be avoided by filing of a waiver application with the U.S. Department of State.

The "H-1B Temporary Worker" category applies to foreign nationals coming to the U.S. temporarily to perform salaried services in a specialty occupation, which requires the theoretical and practical application of highly specialized knowledge requiring completion of a specific course of higher education. The maximum time for an "H-1B" worker to remain under this visa category in the United States is 6 years. The first step to hiring "H-1B" workers is for the employer to fulfill the prevailing wage requirement. A prevailing wage request is to be filed and certified by the local Department of Labor indicating specific job title, duties and prevailing wage in that geographic area. Then, the employer must file a labor condition application (LCA) with the Department of Labor at the national level, indicating the wage that is offered for the "H-1B" position and the period of the "H-1B" employment. The employer is required to file the certified LCA with the "H-1B" visa petition with the U.S. Citizenship and Immigration Services (USCIS). Please note that different guidelines may

apply to individuals who are already holding "H-1B" Status. Applying for and renewing an "H-1B" is a lengthy process that can take 5-6 months to complete. This needs to be considered well in advance to avoid paying a Premium Processing fee of \$1,000 to the USCIS to expedite the process to fifteen (15) business days.

Following are the steps for processing Visa requests:

- 1.** The hiring department must initiate contact with the WMC Immigration Office to request J-1 or H-1B visa applications. The hiring department is responsible for completing the application and submitting it to the WMC Immigration Office for review. The visa application is then sent to the USCIS for adjudication and final approval. Processing time varies depending upon which visa is being requested. In general, at least one month is necessary to process a J-1 visa, compared with 5-6 months for an H-1B application.
- 2.** Upon approval from the USCIS, the WMC Immigration Office will notify the hiring department and provide detailed instructions to be forwarded to the foreign postdoc.
- 3.** After the institutional certification process is completed and the documents have been received, postdocs are required to secure the visa stamp at a U.S. embassy or consulate-usually in the postdoc's home country. Canadians are visa exempt and may present the H-1B Notice of Approval or J-1 Form DS-2019 at the U.S. border for admission into the U.S. Please remember that internal policies and procedures affecting visa issuance at the U.S. consulates will differ from country to country. Usually, when securing the visa stamp you must have a passport that is valid for six months beyond the anticipated ending date of your postdoctoral appointment.
- 4.** Upon arrival in the U.S., you will be interviewed by the immigration inspector at the airport (or port of entry) and asked to present appropriate entry documents (see below.) After the entry interview with the immigration officer, your "I-94" (the document you filled out on the airplane or, if entering by land, at the border) will be marked to reflect your visa classification and the authorized time granted for your research stay in the U.S. J-1 visa holders

are generally admitted for "Duration of Status" (D/S), meaning until the ending date of the J-1 Form DS-2019 (see below). H-1B visa holders are generally admitted until the ending date on the H-1B approval notice.

If you require additional time in the same type of immigration status while you are in the U.S., you can request an extension of your visit while you are inside the U.S. Please note that usually there is no need to travel outside the U.S. to receive an extension. However, the time needed to obtain the visa status extensions may vary by the USCIS regional processing center.

If you return to your home country during your research stay and desire to re-enter the U.S., you will need to have a valid visa stamp in your passport. If the visa stamp is no longer valid, you will need to renew it at a U.S. embassy or consulate. Although it may not be necessary for you to apply at the location where you received your original visa stamp, applications for visas are usually more successful in your home country.

The WMC Immigration Office keeps the postdoctoral community updated through regular bulletins and informative seminars. For more information on visa issues, waivers, green card lotteries and more, please ask your Immigration Officer at the College and/or visit:

<http://uscis.gov/graphics/index.htm>

<http://www.med.cornell.edu/hr/immigration.html>.

If you are a foreign national, please consider contacting/visiting your home country's consulate to register as a resident of New York City, which will enable you to vote in your home country even if you are abroad.

Social Security Number (SSN)

All US citizens are assigned a Social Security Number (SSN). Foreign nationals paid by Weill Cornell must apply for one as well. Although Postdoctoral Associates and Fellows who are paid by their home countries are not required to obtain a Social Security Number, it is strongly recommended. You will need a social security number to open a bank account, apply for credit cards,

obtain a driver license and pay taxes. In order to obtain a social security number you must apply at a Social Security Administration Office and present evidence of your age, identity, lawful alien status, and work authorization.

Following is acceptable evidence of age, identity and lawful alien status:

- Passport
- Form I-94 Arrival-Departure Record (confirms alien status)
- DS-2019 Certificate of Eligibility for Exchange Visitor

Status

Evidence of employment authorization is determined by form DS-2019. A valid DS-2019 form authorizes the holder to work if one of the following categories is listed: trainee, teacher, professor, research scholar or specialist or medical trainee. Exchange visitors with "student" or "international visitor" are presumed not to have work authorization and must also present a sponsor's letter authorizing employment.

It takes approximately two weeks to process an application at the Social Security Office.

Social Security Administration Office

755 2nd Ave. (at 42nd St.) 3rd Floor

(212) 772-1213

Hours: 9:00am- 4:00pm Mon-Fri

For more information about U.S. Social Security Numbers, call (800) 772-1213 or go to: <http://www.ssa.gov/>

It is important that you bring your Social Security Card to the Employment Office of the Human Resources Department, Olin Hall 217, and to the WMC Immigration Office, Olin Hall 211, as soon as you receive it in the mail.

Partner Employment for International Scholars

Dependents of J-1 international fellows seeking employment need to obtain a Employment Authorization Document by filing a Form I-765, Application for Employment Authorization, with the USCIS. The Dependent must also provide a personal statement confirming that he or she is seek employment to benefit

from the cultural enrichment of living in New York, and the income from his or her earnings will not be used to support the J-1 international fellow.

Taxes

When visiting the WMC Immigration Office, any foreign postdoc receiving funding from the Medical College will acquire a tax analysis. Postdocs who are subject to US income tax withholding will be required to complete tax form W4 upon hire which will be provided to you by the Human Resources Department. This form is used to determine the amount of federal taxes (income as well as social security and medicare which is known as FICA) that will be withheld from your bi-weekly paycheck. It is important that you complete the form as accurately as possible to avoid overpayment (and thus a large refund at tax time) or underpayment (a larger than expected tax bill) of taxes. The Internal Revenue Service Withholding Calculator located on their website at <http://www.irs.gov> can be of assistance in completing this form. For local Internal Revenue Service information, go to: <http://www.tax.state.ny.us>

It is the responsibility of the postdoc to understand the tax analysis prior to leaving the WMC Immigration Office. If she/he is identified as a tax-exempt postdoc as a result of his or her foreign status and tax treaty, this information is made available to the Payroll Office by Immigration Services. Payroll (based on completed paperwork) will tax the postdoc according to the guidelines of the treaty. Therefore, to ensure that a postdoc is paid correctly, she/he must understand his or her tax analysis and review each paycheck he/she receives. If a postdoc finds an error, she/he should contact their Department Administrator to immediately correct the problem.

J-1 scholars from certain foreign countries are exempted from US income taxes for the initial two years of their visa status and do not complete the W-4 form. Such foreign nationals are required to sign a Form 8233 to claim tax withholding exemption which is done when such scholars visit the WMC Immigration Office on their first day of employment.

With the exception of Chinese professors and researchers, H-1B visa holders are subject to US income tax withholding.

Tax treaties differ from one country to the next. Some are time limited, and apply only for a certain number of years. Also each treaty agreement may hold different rulings on different taxes (that is, Federal, FICA, State, City, etc.). Postdocs may be required to pay taxes to their own country.

Some or all of the rules may affect take home pay. For more information on treaties, and to view the treaty terms for your home country, download the Tax Guide for Aliens from the IRS website at <http://www.irs.gov/pub/irs-pdf/p519.pdf>

All immigrants residing in the US, who receive any compensation in the US, must complete both a Federal and State income tax return every year (to be filed with the Internal Revenue Service between the dates of January 15th to April 15th). You will need your annual paycheck for this (W-2). This form records your annual earnings and amount paid in federal, state and city taxes, and will be used by you to determine whether you owe taxes or can expect to receive money back. Your W2 and/or 1042-S form will be mailed to your home address on or around January 31st of each year.

Many options exist for you to file: online direct filing is available, or you can employ help from tax preparation experts or accountants. The deadline for filing taxes for the previous year is April 15th.

The WMC Immigration Office organizes a workshop on taxes around mid-march every year. All foreign scholars are encouraged to attend.

Human Resources office

After meeting with the Immigration Office, you must visit the Human Resources Office in Olin 217 <http://www.med.cornell.edu/hr/who.html> where you will complete the paperwork necessary to put you on the payroll and

receive written information about your health and dental benefits. Usually, it takes 2-3 weeks before you will receive your first paycheck. Please note that all employees are paid every other week.

The Office of Postdoctoral Affairs offers monthly orientation sessions for postdocs to answer benefits questions and discuss special programs for WMC postdocs. Additional information on benefits can be found under "Things you should also know". Please call the Office of Postdoctoral Affairs at 746-6116 to find out about the next scheduled orientation session and to add your name to the email list. You can also contact Karen Sherman, the Director, at krsherma@med.cornell.edu.

ID Card

All new postdocs are required to have a photo identification card. You will be provided with instructions on obtaining your photo ID when you check-in with the Human Resources Office in Olin 217. The ID is issued by the Security Office ID unit located at 523 East 70th Street. The office is open from 7AM to 5PM Monday through Friday..

Medical Exam

All new postdocs are required to complete a pre-employment physical examination as a condition of employment, conducted by the **Occupational Health Services** (1315-1319 York Avenue. Phone: 1-212-746-4370). The WMC Human Resources office will assist you in scheduling the appointment.

Laboratory Safety

Office of Environmental Health & Safety

As part of continuing Environmental Health and Safety (EHS) in-service education, training sessions are held for those who work with chemicals and/or human blood and other potentially infectious materials. Annual

participation is mandatory under federal Occupational Safety and Health Administration (OSHA) regulations for all laboratory personnel (including graduate students, medical students, postdoctoral associates, fellows and faculty). In addition, the New York City Fire Department requires a laboratory certificate of fitness holder to be present in each laboratory at all times.

For more information and a schedule of upcoming training sessions, please refer to the Environmental Health and Safety website at <http://www.med.cornell.edu/ehs/training>.

Radiation Safety

If you plan to work with radioisotopes, you should contact the Radiation Safety Office for guidelines about radioactivity use and disposal and to get a dosimeter. The office is located on Room A-0053, and its phone number is 1-212-7466964.

Getting Started in New York

Getting Settled in Your Home

Telephone Service (local, longdistance and wireless)

Verizon <http://www.verizon.com/>

ATT <http://www.att.com/>

MCI <http://www.mci.com/>

Sprint <http://www.sprintpcs.com/>

Gas & Electric

Con Edison <http://www.coned.com/>

Cable

Time Warner Cable <http://www.twcnyc.com/>

RCN <http://www.rcn.com/>

Internet Connection

AOL <http://www.aol.com>

Yahoo <http://www.yahoo.com>

AT&T <http://www.att.net/>

Furniture

<http://newyork.craigslist.org> (for second hand furniture)

<http://www.ikea-usa.com/> IKEA at Elisabeth (New Jersey). There is a free bus during the weekend from Port Authority to IKEA.

Public Transportation

Information on New York City public transportation and the Long Island Railroad and MetroNorth commuter lines, including downloadable maps, can be found at www.mta.nyc.ny.us/nyct. A Metrocard is required to ride the subways and buses. It costs \$2 to ride the subways and buses, which includes free transfers between subways and buses, buses and subways and between buses on different lines when used within two hours. City buses also accept \$2 in exact change, but you will need to ask the driver for a free transfer card if you will be taking another bus on a different line. Metrocards may be purchased in the subway station and in newsstands throughout the city. Unlimited Metrocards may be purchased for \$76 per month and is economical if you use city transportation to commute to work each day.

Cornell also participates in the Commuter Tax Relief (CTR) Program which enables employees including Postdoctoral Associates and Fellows to claim commuting costs such as bus, subway, ferry, and, commuter train and bus on a pre-tax basis. The form to enroll in this program can be found at www.med.cornell.edu/hr/benefits.forms.html.

Yellow cabs are both loved and hated by New Yorkers. They provide a more convenient but expensive way of getting around, particularly to and from airports (\$45 + tolls from JFK). If you hail one, be aware; the initial charge is \$2.50, plus 0.40¢ per 1/5 mile or 120 seconds, whichever is quicker. There is a \$1.00 surcharge during weekdays between 4:00 and 8:00PM. After

8.00pm, there is an extra 0.50¢ charge. For more information visit http://www.nyc.gov/html/tlc/html/passenger/taxicab_rate.shtml.

It is not recommended that you accept rides in “gypsy” cabs which are unlicensed and do not have meters.

Getting around Roosevelt Island

AERIAL TRAMWAY:

From Manhattan (every 15 minutes)

Take Tramway Car at 59th Street & Second Avenue Station. (Travel time is 4-5 minutes.) Exit at Tramway Station on Roosevelt Island.

SUBWAY:

Take F to Roosevelt Island stop.

BUS:

From Queensboro Plaza overpass, take stairway down north side to corner of Crescent and Bridge Plaza North. Take the Q102 Queens Surface bus to Roosevelt Island

For more directions visit <http://www.rioc.com/>

Shuttle between Cornell and Columbia

The Cornell and Columbia campuses of The New York-Presbyterian Hospitals are connected by a free shuttle service. This shuttle leaves from the 1300 York Avenue entrance 15 minutes past every hour. Please consult the information desk at 1300 York Avenue for the most up-to-date schedule information.

Banking

WMC employees receive preferential treatment at Citibank and Chase

Manhattan Bank, located on 1st Avenue at 69th and 72nd Street, respectively. They both offer no monthly service charge to employees of Weill Medical College who have direct deposit of their paychecks. To open an account, foreign nationals are required to show their foreign passports and Social Security Cards. Chase charges a one-time fee of \$100 to foreign nationals. To waive this \$100 fee, you must present either a non-drivers license or a U.S. drivers license along with your employee ID or any bill (such as phone, cable, Con Edison) that shows a U.S. address. Please refer to the section below on obtaining a non-drivers license. While it is sometimes difficult for foreign nationals to obtain a credit card from a U.S. bank, Chase and CitiBank do offer secure credit cards. These cards are backed by deposits which are drawn down when using the credit card. You will create a credit history by using a secure credit card which is important when seeking a credit card.

If you wish to have your paycheck directly deposit in your account, you would need to fill out the corresponding form at the Human Resources Office as soon as you know your account information.
<http://www.med.cornell.edu/hr/pdf/dirdeposit.pdf>

Postal Service

The Medical College Mailroom is located on the basement floor.

U.S. Postal Offices are located at

- 217 E 70th St
MO 8:00AM-6:00PM
TU 8:00AM-6:00PM
WE 8:00AM-6:00PM
TH 8:00AM-8:00PM
FR 8:00AM-7:00PM
SA 9:00AM-4:00PM

- 1483 York Ave
MO 9:00AM-5:00PM

TU 9:00AM-5:00PM
WE 9:00AM-5:00PM
TH 9:00AM-7:00PM
FR 9:00AM-5:00PM
SA 9:00AM-4:00PM

- Roosevelt Island, 694 Main St

MO 10:00AM-6:00PM
TU 10:00AM-6:00PM
WE 10:00AM-6:00PM
TH 10:00AM-7:00PM
FR 10:00AM-6:00PM
SA 9:00AM-4:00PM

Public libraries

- **Yorkville:** 222 East 79th Street, between Second & Third Aves
- **Webster:** 1465 York Avenue, near E. 78th St.
- **67th Street:** 328 East 67th Street, near First Ave.
- **Roosevelt Island:** 524 Main Street.

For schedules and further information go to: <http://www.nypl.org/index.html>

Dining Options

The Hospital cafeteria is located on the basement level. The hours of operation are:

Monday through Friday:

Breakfast 6:45 am to 10:30 am

Lunch 11:30 am to 3:30 pm

Dinner 4:30 pm to 7:00 pm

College and hospital employees receive a discount so remember to wear your

ID. There is a vending machine area located outside the cafeteria that is open 24 hours a day.

The Garden Café, serving drinks and light snacks, is located in the main lobby of the hospital near the information desk (68th entrance). The hours of operation are Monday through Saturday 7:30AM to 6:00PM and Sunday 9:00AM to 4:30PM. There is a similar kiosk at the entrance of the Hospital Starr Building on 70th street.

Pyramid Coffee, located in the Archbold Commons (room C-202) serves coffee, drinks, pastries, sandwiches and snacks. The hours of operation are Monday through Friday 6:00AM to 6:00PM.

The **Rockefeller University Weiss Café** is open to Weill Cornell employees (wear your ID) and offers a grill, daily international specials, hot entrees, soup, cold sandwiches and salads. The Café is open for breakfast from 7:30AM - 11:00AM, for lunch from 11:30am - 3:00pm and offer spectacular open views of the 59th Street Bridge.

Finally, there are many different types of neighborhood restaurants (some of which offer a discount to College and Hospital employees).

Obtaining a Driver or Non-Driver ID

For detailed information on obtaining a drivers license or non-drivers license, please refer to <http://www.nydmv.state.ny.us/>. If you have a drivers license from another state (and Canada) and plan to drive in New York you must apply for a New York State drivers license not more than 30 days after you become a New York State resident. If you have a driver license from another country and wish to obtain a US drivers license, you must take the complete driving test regardless of prior driving experience, and surrender your foreign license. You may use your foreign drivers license until you become a resident (please check the web page for residency criteria).

To obtain a non-driver ID, you must provide acceptable proof of identity and date of birth. It is advisable to obtain one of these forms of identification for general use in the US as it serves as valid ID and will enable you to **leave your passports at home, where they are safe.**

The closest DMV Office is located at 1293-1311 Broadway 8th Floor (between W 33 & W 34 Sts.): 212-645-5550.

Benefits

Health Insurance

All Postdoctoral Associates and Fellows who are paid at least \$5,000 by WMC are eligible for the same health and dental benefits as all other WMC employees. It is strongly recommended that postdocs who are new to New York City select a primary care physician for themselves and their dependents and make an appointment for a complete physical. This will give the postdoc and doctor the opportunity to get to know each other, identify hidden problems, discuss preventive care, and will make it easier to get an appointment when there is a medical problem that requires immediate treatment. If you do not know which doctor to choose, it is highly recommended that you seek a referral from others in your laboratory, your friends, PI or the department administrator.

Postdocs may select among the following two options for health insurance:

Fee-for-Service program - This is a combined fee-for-service and preferred provider organization arrangement for physician services. Covered services include all office visits to treat medical problems, surgical procedures, assessment of diagnostic tests, check-ups for children under the age of 18 and one routine visit for a physical exam (including gynecologist) every 3 years. If you see a member of the Cornell Physicians Organization (PO), you will be charged only a \$10 co-payment for each covered visit. If you select a physician in the Multiplan Network, the plan pays 80% of the

Multiplan reduced fee and the employee (postdoc) is responsible for the remaining 20% up to a maximum annual out-of-pocket expense of \$2,500. If you see a physician who is not in the Cornell PO or Multiplan network, the plan will pay 70% of reasonable and customary charges and the employee (postdoc) is responsible for the remaining balance up to a maximum annual out-of-pockets amount of \$3,750. There is no deductible for any physician services.

A prescription drug card issued by Express Scripts is used by Fee-for-Service participants to fill prescriptions, with a co-payment of \$15 for generic or \$35 for brand name drugs.

For all non-physician and other covered services (such as hospitalizations, laboratory tests, x-rays, etc.), there is a \$200 deductible up to a maximum of 3 deductibles per family. After the deductible has been met, the plan pays 80% reimbursement of reasonable and customary charges with the employee (postdoc) paying the remainder of the charge up to a \$500 out-of-pocket maximum per person with 100% reimbursement thereafter.

Coverage for 20 outpatient mental health services for up to \$50 per visit is provided. Assisted reproductive services are covered to a maximum of \$5,000 per attempt for a maximum of three attempts in a lifetime.

The pre-tax contribution of this insurance plan for postdocs earning less than \$50,000 per year is \$64 per month for individual coverage, \$152 per month for postdocs with one dependent and \$208 per month for postdocs with 2 or more dependents.

2. Health Maintenance Organization Program (HMO)

Postdocs may also select membership in the United Health Care Choice Plan. Participants may schedule a visit with any physician in the United Healthcare System without a referral. Among the covered services are all physician visits, including routine check-ups for children and adults, surgical procedures, diagnostic tests and assessment, and outpatient surgery. If a physician in the United Health Care Choice network is selected, there is a \$20 co-pay per

covered office visit and no deductible. However, if participants choose an out-of-network doctor, insurance will pay 70% of eligible expenses after an annual deductible of \$1,500 for individual coverage and \$3,000 for family coverage. Participants are covered in the event care is needed when they are out-of-town; however, please be aware that the out-of-network percentage and deductible will be charged in the event a United Healthcare Choice physician is unavailable.

Prescription drugs cost either \$10, \$25 or \$40 depending on the prescription.

The monthly pre-tax contribution for this HMO option for employees earning under \$50,000 per year is \$62 for individual coverage, \$136 for postdocs with one dependent, and \$182 per month for postdocs with two or more dependents.

Additional information is available from the benefits office in 445 East 69th Street, 2nd floor.

Important Health Insurance Definitions

Preferred Provider Organization (PPO) – A health plan featuring a PPO provides for discounted physician fees or co-pay only when physicians on a particular list are selected. For example, under the fee-for-service program listed below, patients pay only a \$10 co-pay when visiting a physician in the WMC Physicians Organization.

Health Maintenance Organization (HMO) – In general, an HMO is a health plan that is also involved in how your health care is delivered. Patients who select HMO plans are limited to certain health care providers whom they can see for a co-pay. Many HMOs provide low-cost preventive care in an effort to keep patients healthy and avoid costly physician, diagnostic or hospital services.

Co-pay – This is a flat fee charged per physician visit. For example, under the fee-for-service program described below, patients are charged a \$10 co-pay each time they see a physician.

Deductible – Many insurance plans have a deductible, which means that insurance payments are made only after patients have paid a certain amount of money themselves. For example, under the fee-for service program below, there is a \$200 deductible for hospitalizations, laboratory tests, and x-rays, meaning that the insurance company will reimburse for these services once the patient has paid the first \$200 in allowable charges.

Insurance Premium – This is the amount you as an employee are charged each month to participate in one of the health plans. The amount of the premium depends on the plan selected and number of individuals in your family who are receiving health insurance coverage. For example, in the fee-for-service program, individual postdocs without a spouse or children are charged \$50 per month to participate in the insurance plan.

Out-of-Pocket – These are the expenses that are not covered by insurance. For example, under the fee-for-service program below, patients who select a multi-plan physician who is not a member of the WMC Physicians Organization must pay 20% of the Multiplan reduced fee. The 20% is considered an out-of-pocket expense.

Dental Insurance

Postdoctoral Associates and Fellows are eligible for dental coverage after three full months of employment. The insurance covers 100% of preventive and diagnostic care (ie. cleanings), 80% of minor restorative care (fillings, root canals, diagnostic x-rays, emergency pain relief, oral surgery, periodontics), 50% of major restorative and 50% of orthodontics to a lifetime maximum of \$1,000. Individual coverage is \$5 per month, Coverage for dependents is \$18.00 per month.

Claim forms are available from the benefits office or can be downloaded at <http://intranet.med.cornell.edu/hr>. Benefits will be paid only for necessary treatment. Plan participants may obtain a pre-treatment estimate to determine if a particular service will be covered by completing parts 1, 2, 3 and 6 on the dental claim form.

Flexible Spending/Dependent Care Accounts

The flexible spending plan enables you to convert a portion of your salary to non-taxable funds to pay for certain benefits-related expenses with before tax dollars. This reduces your tax bill by lowering your salary before tax withholdings are computed. You can create a flexible spending account to pay for unreimbursed medical expenses, such as deductibles, co-pays, contact lens, etc. and a separate account for childcare expenses. However, once you elect to put money into the account it must be spent on unreimbursed health expenses during the calendar year or the money will be forfeited. If you are not a taxpayer there is no reason to participate in the plan.

Vacation

Postdoctoral Associates and Fellows receive 12 days of vacation a year, accrued at a rate of one day per month. Vacation should be taken before the end date of the appointment as vacation cannot extend salary payments beyond the term of the appointment.

Short-Term Disability

Postdoctoral Associates and Fellows are entitled to 50% of their base salary for up to 3 months in case of illness or other disability including pregnancy.

Stipend policy

The recommendations listed below regarding stipend levels for Postdoctoral Associates were developed and approved by majority vote of the Joint Faculty

and Postdoctoral Advisory Committee, and approved by the Vice-Provost in July 2004.

1. All Postdoctoral Associates at Weill Cornell must be hired at the NIH NRSA minimum for their year of relevant laboratory experience. "Year of relevant laboratory experience" will be determined by each PI. Under no circumstance will a Postdoctoral Associate be hired at less than the NIH minimum for zero years of experience.
2. It is WMC policy to strongly recommend that all Postdoctoral Associates receive an annual merit increase based on the NIH NRSA guidelines for their year of experience. If this is not possible, it is alternately recommended that Postdoctoral Associates receive an annual merit increase equaling the cost of living adjustment as determined by Weill Medical College.
3. There is no recommended maximum stipend.

Current NIH NRSA stipend levels are as follows:

Postdoctoral Associate Years of Experience	Stipend for FY 2004
0	\$ 35,568
1	\$ 37,476
2	\$ 41,796
3	\$ 43,428
4	\$ 45,048
5	\$ 46,992
6	\$ 48,852
7 or more	\$ 51,036

Current NIH NRSA stipend levels are as follows:

WMC Campus Resources & Services

For postdoctoral training and research work, the foremost advantage of WMC is the **scientific excellence** of its many faculty members, departments and research programs, which ensures a stimulating scientific environment and international recognition. In addition to this, the following are worth noting:

- Access to a **broad range of seminars, lectures** and other forums of discussion and dissemination of scientific knowledge, either within WMC (Departmental Seminar Series) or in neighboring research centers and science-related institutions (Tri-Institutional Seminar Series, Harvey Society Lectures, NYAS, etc). In particular, our relationship with the Rockefeller University, MSKCC and the New York Academy of Sciences provides us with excellent opportunities for scientific interaction.
- Availability of **core facilities** that provide useful expertise and equipment for facilitating cutting-edge research.
- **Free-access to scientific journals**, via the libraries of WMC, Rockefeller and Sloan-Kettering.

WMC Library

The Library promotes excellence in health through access to information by selecting, organizing, and preserving high quality biomedical information; by making it available whenever and wherever it is needed; and by providing education in its retrieval, management, evaluation, and utilization for problem solving and decision making. <http://library.med.cornell.edu/>

WMC Bookstore

The bookstore is located on 420 E. 70th St.
Hours: Mon-Fri 9:00 am- 5:00 pm.
You can purchase metrocards here.

Duplicating Service

There is a duplicating facility (copies, book-binding, and paper-related jobs) located down in the sub-basement (one floor beneath the actual basement), Room C-004, and opens from 9 am to 5 pm-weekdays. For placing any job orders you must first find out the account number of your PI, and then just walk in, fill out a form and give the corresponding invoice back to your Department Administrator. Kevin Curiotto, production manager, telephone: 212-746-0935.

Scientific Resources:

Core facilities at WMC

[Biomedical Imaging](#)

[Cell Screening](#)

[Clinical Research Methodology](#)

[Computational Genomics](#)

[DNA sequencing](#)

[Electron Microscopy](#)

[Flow Cytometry](#)

[Gene Therapy](#)

[Iodination](#)

[Mass Spectrometry](#)

[Medical Art, Photography & Digital](#)

[Imaging](#)

[Microarray](#)

[Molecular Modeling](#)

[Mouse Phenotyping](#)

[Nuclear Magnetic Resonance](#)

[Optical Microscopy](#)

[Phosphor Imaging](#)

[Research Animal Resource Center](#)

[Transgenic Mouse](#)

[X-ray Crystallography](#)

[X-ray Developing](#)

Mentoring & Career Development Resources

Annual Postdoc Progress Report

Beginning on January 1, 2006, the Office of Postdoctoral Affairs (OPA) will work with Investigators, Postdoctoral Associates and Fellows to initiate a new program of annual progress report meetings. The goal of this program is to encourage postdocs and their faculty mentors to meet formally at least one time each year to discuss the postdoc's achievements during the previous year, ultimate career objectives, the range of skills needed to move into a permanent position and a general time frame for moving on. The OPA in consultation with the Joint Faculty and Postdoctoral Advisory Committee have prepared a progress report form and evaluation process to assist in guiding your meeting and helping both parties stay focused on the postdoc's immediate and long term career objectives. The evaluation process will work as follows:

- Each year the OPA will send a notice and annual progress report form to both postdocs and their PIs during the month prior to the postdoc's anniversary date.
- It is the postdocs' responsibility to schedule the progress report meeting with their PIs. Some PIs may wish to hold progress report meetings the same time each year (ie. at the beginning of the calendar or fiscal year) rather than around anniversary dates.
- In preparation for the meeting postdocs are urged to conduct a self-evaluation of their performance and skills attained during the past year, and consider desirable career options.
- During the formal meeting, the postdoc and PI should use the progress report form to guide the discussion. At the conclusion of the meeting both the PI and postdoc should sign the form where indicated and each should receive a copy to retain for their records. The forms will not be submitted and retained by a central office., but rather should be reviewed during the following year's annual progress report meeting to assess progress toward meeting stated goals.
- A copy of the signature page only should be sent to the OPA to enable us

to track compliance with the new program.

The OPA strongly encourages you to take advantage of this special opportunity to talk candidly about your progress during this postdoctoral training period, your desired career path and ways your mentor can assist you in achieving your career objectives. If you have any questions or difficulties in scheduling the meeting, please contact Karen Sherman in the Office of Postdoctoral Affairs.

New York Academy of Sciences (NYAS)

The NYAS one of the oldest and most prestigious scientific organizations in the U.S. has created and now sponsors “The New York Science Alliance for Graduate Students and Postdocs”, together with a consortium of leading institutions. This innovative Science Alliance connects postdocs, their associations, and institutional offices in the New York metropolitan area.

Through the Science Alliance, graduate students and postdoctoral fellows are welcomed as members of the New York Academy of Sciences and are able to participate in a wide range of Academy and Alliance activities.

The Postdoctoral Affairs Office funds one-year membership in The Science Alliance of the New York Academy of Science to WMC-postdocs interested. For further information on NYAS membership please contact Karen Sherman at (212) 746-6116, krsherma@med.cornell.edu.

The New York Academy of Science offers a great variety of Lectures, Discussion Groups, Workshops, etc... On regular basis, visit <http://www.nyas.org/>. In addition to the programs and events, some of the many benefits are:

- Access to **Members Online** content and services available only to members on the Academy website.
- Full online access to the **Annals of the New York Academy of Sciences**, consistently ranked in the top 2% of all cited science titles.

- Access to **Science's Next Wave**, the premier online career development journal written exclusively for early career scientists.
- Access to **Science NOW**, the daily news service produced by the esteemed journal **Science**.
- A special section of the Academy website created exclusively for Science Alliance members.
- Early announcements and reduced registration fees for Academy conferences.
- Complimentary attendance at any of dozens of Academy lectures and seminars during the year, and members-only online summaries of Academy meetings and conferences.
- Special e-mail bulletins for Science Alliance members announcing upcoming events, programs, career fairs, etc., across the region and more....

CAREER PATHWAYS

WMC Postdocs are invited to attend all of the Graduate School's Career Pathways programs. This program is designed to help graduate students and postdocs explore career options, navigate today's job market, and learn the nuances of networking. Each month a different biomedical professional is invited to speak about career opportunities for science Ph.D.s within the fields of academia, law, public policy, finance, and communications, among others. Career Pathways serve as a venue for postdocs to network with professionals, presenters, and other postdocs and graduate students, and make valuable contacts. They also serve as ideal recruitment opportunities. Postdocs are notified via email in advance of the seminars.

Postdoctoral Research Day

The WMC Postdoctoral Association and the Office of Postdoctoral Affairs organized the first annual Postdoctoral Research Day on October 14, 2005 featuring over fifty postdoctoral oral and poster presentations. Highlights from this day long event included a keynote address by National Academy member Dr. Ruth Lehmann, and special prizes for the best presentations as

determined by faculty judges which were presented at an awards reception in the Griffis Faculty Club. Research Day succeeded in demonstrating the enormous breadth and high quality of postdoctoral research, provided the research community with an opportunity to learn about research in other laboratories and departments, and offered postdocs the opportunity to hone their presentation skills. Postdoctoral Research Day will be repeated this coming fall.

Career Development Programs

The Office of Postdoctoral Affairs organizes career development programs to assist postdocs in attaining critical non-scientific skills of value for a variety of careers.

National Postdoctoral Association (NPA)

The NPA (<http://nationalpostdoc.org/>) is a member-driven organization that provides a unique, national voice for postdoctoral scholars at the NIH and government level. The NPA works with all stakeholders to improve the postdoctoral experience in the United States, and provides a wealth of valuable information for postdocs on their website.

New York Area Recreation

Happy Hours at Griffis Faculty Club

Sponsored by the WMC-Postdoctoral Affairs Office and organized by the postdoctoral association, monthly happy hours (Fridays 6-8 pm) take place at Griffis Faculty Club. (1300 York Ave. Rm D117)

Film Club

The Postdoctoral Association organizes a weekly film club for postdocs offering a wide variety of films (and popcorn) to postdocs.

Discounted Tickets for Postdocs

The Office of Postdoctoral Affairs subsidizes discounted movie and theater tickets for postdoctoral associates and fellows, which helps postdocs to participate in the cultural life of the city.

Movies

Discounted movie tickets may be purchased to the following theaters:

Clearview Theaters: \$5.50

Sony Theaters: \$5.50

Loew's Cineplex \$5.50

In addition, a "Weekday Escape" ticket to a Loew's Theater may be purchased for \$5.00 which includes a voucher for free popcorn. The Escape ticket is valid Monday through Thursday any time of day.

All tickets can be purchased from Charli (Georgette Yandolino) in the Graduate School in suite 412. Tickets are limited to four per postdoc.

Broadway Shows/New York Metropolitan Opera/New York Philharmonic/New York City Ballet

Periodically, you will receive an email listing on and off-broadway shows for which discounted tickets are available on a "first-email first-served" basis. Broadway tickets are usually for orchestra seats and are limited to two per postdoc. When you receive an updated list via email, please email Charli Yandolino at gyandoli@med.cornell.edu if you are interested in purchasing tickets. Charli will submit your request to the ticket broker who determines if tickets are still available for the date and time you requested. Charli will then inform you by email to let you know if your request was granted, and when to come to Olin 412 to pick-up your tickets.

Tickets for the New York Philharmonic and New York City Ballet are also available periodically. You will be notified of their availability by email and should follow the same procedure as with Broadway theater tickets.

Occasionally, postdocs will be offered discounted Metropolitan Opera tickets. These tickets are always group tickets for \$15 in the Family Circle of the Metropolitan Opera and are limited to two per postdoc.

Discounts at Area Gyms

Asphalt Green Sports Center

Asphalt Green is a beautiful sports center at 91st Street and York Avenue, with wonderful fitness and swimming facilities (including a 50 meter swimming pool). Day passes can be purchased for \$5 from Charli Yandolino in Olin Hall Suite 412. Up to four passes can be purchased every week, and are valid for one year. You may continue to purchase passes as long as they are available.

<http://www.asphaltgreen.org/>

Lenox Hill Neighborhood Center

Lenox Hill Neighborhood Center is located on 70th St. between 1st and 2nd Ave. It has a small fitness room and swimming pool. WMC employees receive an annual membership discount. For more information, please refer to

<http://www.lenoxhill.org/>

New York Health and Racquet Club

Cornell employees, including postdoctoral associates and fellows, are entitled to a membership discount at New York Health and Racquet Club at York and 76th Street. Please contact the health club directly if you are interested in membership. Membership fees may also be paid directly through payroll deduction.

92nd StreetY

Cornell employees, including postdoctoral associates and fellows, are entitled to a membership discount at the 92nd Street Y Fitness Center at Lexington and 92nd Street. Please check their web-site for further information.

<http://www.92y.org>

Volunteering

The New York Presbyterian Hospital at Weill Medical College provides a wide range of opportunities for volunteer work, both clerical and in contact with patients. More details are available at

<http://www.med.cornell.edu/contact/volunteer.html>

New York City Guides

Specific information about various neighborhoods within Manhattan, Brooklyn and Queens is available at: <http://www.newyorkmetro.com/realestate/>

To learn more about the unparalleled cultural, social and educational opportunities in NYC, visit the official NYC website at: <http://www.nyc.gov>

Time Out New York, available at newstands throughout the city, provides a schedule of current theatre, museum and gallery exhibits, as well as film, music and children's activities

Zagat restaurant guide reviews hundreds of area restaurants in a wide-range of prices

The following websites offer information about what to see and do in New York City:

<http://newyork.citysearch.com/>

http://www.nyc.gov/portal/index.jsp?front_door=true[http://](http://www.nyc.gov/portal/index.jsp?front_door=true)

www.nycvisit.com

<http://www.iloveny.com/>