

GENERAL

Payroll operations are managed by the School Finance Division. Human Resources operations are managed by the Medical Center's Human Resources Division. Comprehensive Policies and Procedures for both the Payroll and Human Resources functions are provided at the website addresses indicated below.

Internet1.mountsinai.org (click 'corporate services', 'finance department, payroll services').

CONTACT INFORMATION

Questions regarding payroll transactions should be directed to the Associated Director at 212.731.3470.

Questions surrounding Human Resources policies should be directed to the Director of Human Resources for the School of Medicine at 212.659.9059.

HUMAN RESOURCES POLICIES AND PROCEDURES

For HR Policies and forms please refer to the Human Resources Intranet at the following website address:

[Intranet1.mountsinai.org\HumanResources](http://Intranet1.mountsinai.org/HumanResources).

PAYROLL POLICIES AND PROCEDURES

For payroll policies, forms and contact information please refer to the Payroll website at the following website address: