

## **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.

## **CONTACT INFORMATION**

Questions regarding payroll transactions should be directed to Payroll Services at 212.731.3200.

Questions surrounding Human Resources policies should be directed to the Director of Human Resources for the School of Medicine at 212.241.4097.

## **HUMAN RESOURCES POLICIES AND PROCEDURES**

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

<http://intranet1.mountsinai.org/humanresources>

## **PAYROLL FORMS AND REFERENCES**

For payroll forms and references, please refer to the Payroll intranet at the following address:

<http://intranet1.mountsinai.org>

(click 'corporate services', 'finance department', 'payroll services').