

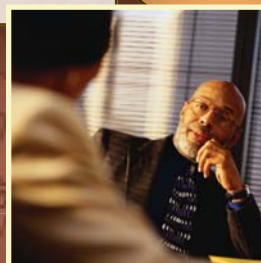
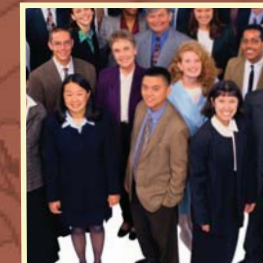
Contact	Number	
Human Resource/Benefits Contacts		
Benefits Express		877-377-2255
BlueCross BlueShield		800-537-9764
Career Resource Center		ext. 2844
Cigna		800-558-7480
Community Involvement Program (CIP)		ext. 7711
Diversity & Inclusion		ext. 7337 or 2153
Employee Assistance Program (EAP)		800-448-4358 or 212-422-8847, for the hearing impaired
Employee Relations		ext. 5520 or 6030
Fed Club/Special Events		ext. 6315
Flexible Spending Accounts (FSAs) - SHPS		800-678-6684
Human Resources Customer Service		ext. 8666 or 6040
Medco		800-987-8359
Recruitment		Deborah Alvarado ext. 7711 Lisa Ferree ext. 6559 Margaret Gallagher ext. 6429 Eugene Garrison ext. 6591 Denise Koster ext. 6803 Donna Muoio ext. 6315 Denise Parker ext. 6270 Erika Vandervoort ext. 2500
Tuition Assistance Program (TAP)		ext. 6269
United Healthcare (UHC)		866-249-9170
Vision Plan (VSP)		800-877-7195
Technology/Telecommunications Support		
Access Voicemail		ext. 2000
Customer Service Center (CSC)		ext. 7777
Telephone Helpdesk		ext. 5444
EEO Office		
EEO Hotline		800-299-0246
Ethics Office		
Compliance E-training Tool		ext. 5365
Ethics Hotline		212-383-1220



Contact	Number	
Medical Services		
Medical & Fitness Center (Head Office)		ext. 5202
Medical Unit (EROC)		ext. 3730
Protection/Emergencies		
Central Watch (Head Office)		ext. 2222
Central Watch (EROC)		ext. 3333
Strategic Investment & Risk Assessment (SIRA) Office		ext. 7488 or 6384
Toll-Free Emergency Number		800-428-9560
Resource Networks		
African-American and Latina Women (MOSAIC)	Nyisha Holliday	ext. 2281
African-American and Latino Men's Alliance (AALMA)	Andy Bain	ext. 1740
Asian Professional Networking Alliance (APNA)	Tina Yuan	ext. 5440
FedAbility (Disabilities Awareness)	Ertie Kakon	ext. 6879
Gay, Lesbian, Bi-sexual, and Transgender Employees (OPEN)	David Hurst Chris Kreussling	ext. 6489 ext. 1601
Nightlight (Evening Shift Employees)	Veronica Motley	201-531-3778
Women's Initiative (WOMEN)	Ann Miner	ext. 2816
Working Parents Network	Christine Laino Sam Allos	ext. 5910 201-531-3532
Other		
Copying & Printing		ext. 5420
FROG (Federal Reserve Oratory Group)		ext. 1740 or 5703
Mail Services		ext. 5398
Public Information Tours		ext. 6130
Purchasing/Purchasing Card		ext. 5532
Records Management		ext. 2758 or 7392
REGS Service Request Hotline		ext. 2800
Reimbursements (Accounting Department)		ext. 4274 or 4275
Research Library		ext. 5670
Travel		ext. 8800



New Employee Onboarding Road Map



1st Day

New Employee Orientation During Orientation:

Learn about:

- The Bank's Onboarding program – Get an overview of the Onboarding experience.
- Benefits – Become familiar with the Bank's Benefits program, and enroll online within 30 days of your start date.
- Technology – Find out about the Bank's Intranet site, Lotus Notes e-mail system, and more.

After Orientation:

- Get your Bank ID.
- Meet your Peer Coach and Hiring Manager – Then meet your new colleagues and take a tour of the building.
- Enjoy lunch with your team.

1st Week

- Meet with your Peer Coach – Discuss the Bank's "unwritten rules." Ask questions!
- Complete mandatory online training modules that you'll receive via e-mail. You'll learn about:
 - Equal Employment Opportunity training
 - workplace safety
 - the Bank's Code of Conduct
 - information security.
- Review the "Intranet Walk-through," and visit the "How Do I" and "Fed U" pages on the Bank's Intranet.

- Discuss with your Peer Coach your experience with the Bank's organizational culture and other facets of Bank life. What's been a challenge or a surprise?
- Learn more about Bank activities. Visit the "Employee Resources: Activities and Perks" page on the Bank's Intranet to participate.
- Remember: Now's the time to enroll in the Benefits program.
- Meet people in your function – Ask your Peer Coach to introduce you.
- Read Christine's Intranet column.
- Refer to your "Onboarding Checklist" for important action items.

1st Month

- Prepare for your "Stay Interview" with your Hiring Manager – your 3-month opportunity to discuss how things are going. Ask your Manager to schedule a discussion.
- Attend an Ethics "Munch and Learn" session to learn more about the Bank's ethics policies. You'll receive sign-up information via e-mail.
- Tour the Gold Vault – Sign up at nypareps@ny.frb.org. On a special tour designed for new hires, you'll have a chance to hold the gold!
- Refer to your "Onboarding Checklist" for important action items.

3rd Month

Now you're a seasoned member of the Bank!

4th Month

- Attend Fed Exploration, a conference for new employees.
- Meet other new employees as well as senior leaders.
- Learn what makes the Bank "tick."
- Hear presentations about current issues affecting the Bank.
- Get a behind-the-scenes look at the Bank's Firing Range, Data Center, Research Library, and others.
- Go to a Networking Reception with your Peer Coach – Mingle with people outside of your function.