

PROTOCOL FOR ORIENTATION PAY
NJMS GME OFFICE:

1. Housestaff eligible for \$400 orientation pay must:
 - a. Attend both days of orientation
 - b. Be assigned to University Hospital payroll
2. GME office will include TWO sign-in sheets, one for each day of orientation, in the individual orientation packet that is handed out to each resident during the morning of the first day of orientation.
3. GME staff will make an announcement at the beginning of orientation that residents must attend both days of orientation in order to be paid for orientation.
4. GME staff will collect sign-in sheets at the END of both days of orientation and they will be date stamped.
5. A list of names will be generated for those residents attending both days.
6. The Associate Dean and fiscal office will approve the list for payment.
7. The approved list will be sent to PAYROLL for input and processing.
8. Residents should receive orientation pay in the last paycheck of July.