



Human Resources Management System (HRMS) Training

HRMS training is designed for those whose responsibilities include timekeeping and/or the completion of HR and HR-related payroll forms.

Time Administration

Taught by the Compensation Division of Human Resources, *Time Administration*, instructs users in the procedures and issues related to ensuring staff are paid correctly in compliance with all NYS laws and the Fair Labor Standards Act. Any employee with timekeeping responsibilities for their department is required to take this class **prior to** assuming those duties.

Class schedules and instructions on how to register are located in HRMS; just click on <http://www.rochester.edu/people> and log into the system. On the HRMS home page, locate the “Quick Links” list (on the upper left) and click on *Helpful Information*, then on *Schedule*. (You may have to turn off your pop-up blocker to open the Schedule.) For scheduling questions, please contact HRD_Registration@hr.rochester.edu and for questions regarding Time Administration procedures, please contact ASK-URHR at 275-8747.

HR/HR-Related Payroll Forms

Staff who are responsible for completion of HR and HR-related payroll forms will want to contact their [HR Business Partner](#) for information on the correct procedures for completing Staff Data Changes (Personnel Action Forms) and Labor Distribution Changes (800 Forms, Salary Cap Forms, 211 Forms, etc.) as well as obtaining access to HRMS once they have been instructed in the proper procedures.