



Human Resources Management System (HRMS) Training Sessions:

Time & Labor

Personnel Action Forms (PAF)

Time and Labor Training

Taught by the Compensation Division of Human Resources, *Time and Labor Training*, 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. For scheduling questions please contact HRD_Registration@hr.rockefeller.edu, and for questions regarding Time and Labor procedures, please contact ASK-URHR at 275-8747 or your [HR Business Partner](#).

PAF and Other HR/HR-Related Payroll Forms Training

This session covers Staff, Faculty, Grad and Postdoc appointment/change forms as well as 211, 220, and 800 forms. The mechanics of pulling the form, background to the rules of how and when to use a particular form, and who has to approve the forms once completed are also explained. Once you have completed the class, contact your [HR Business Partner](#) for access to HRMS or if you are having problems completing the forms.

Class Schedules, Registration Instructions for Both Classes

Schedules and registration instructions are located in HRMS; click on <http://www.rockefeller.edu/people> and log into the system. On the HRMS home page, locate the “Quick Links” list (on the upper left) and click *Helpful Information*, then *Calendars*. (You may have to turn off your pop-up blocker to open the Schedule.)