Human Resources Management System
(HRMS)

• Manage online hours
  o Enter all hours worked on-line
  o Remember to click ‘Save’
  o Make sure hours are entered under correct date
  o ‘Prev Period’ navigates to previous pay period
  o + / - adds or removes row for split shifts
  o 30 min meal period automatically deducted for shifts over 6 hours
  o Do not enter 0 in meal override field
  o Make sure hours are entered under correct Job ID

• Sign up for Direct Deposit
  o Main Menu
  o Self Service
  o Payroll and Compensation
  o Direct Deposit
    ▪ Add Account
      • Routing Number
      • Account Number
      • Account Type (Checking/Savings)
        o Issue Check will create paper checks
      • Deposit Type
        o Amount (specific dollar amount, i.e. $15)
        o Balance of Net Pay (all wages)
        o Percent (percentage of pay, i.e. 50%)
      • Deposit Order (processing order, i.e. 1 = first, 2 = second)

• View pay stubs
  o Main Menu
  o Self Service
  o Payroll and Compensation
  o View Paycheck

• View W-2 tax forms
  o Main Menu
  o Self Service
  o Payroll and Compensation
  o W-2/W-2c Consent Form
  o View W-2/W-2c Forms

**W-2/W-2c Consent form must be completed first**

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