

Human Resources Management System (HRMS)

Job ID:	_____
Empl ID:	_____
Payroll:	585.275.2040

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

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

- **View pay stubs**
 - Main Menu
 - Self Service
 - Payroll and Compensation
 - View Paycheck

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

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

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