

Human Resource Development

Human Resource Management System (HRMS) Training

Taught by Human Resource Development, HRMS training is designed for those whose responsibilities include timekeeping and/or the completion of HR and HR-related payroll forms.

The class, *Time and Labor*, 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.

The class, *Managers/Administrators*, instructs users in the correct procedures for completing Staff Data Changes (Personnel Action Forms) and Labor Distribution Changes (800 Forms, Salary Cap Forms, 211 Forms, etc.).

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. From the HRMS Menu, click 'UR Documentation' and then 'Schedules.' (You may have to turn off your pop-up blocker in order to open the Schedules.)

HRD also takes requests from departments for access to HRMS to enter Staff Training and Mandatory In-Service Education Training in the system.

For more information on HRMS training content, contact [Annette Schillaci](#).