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](http://www.rochester.edu/people) and log into the system. From the HRMS Main Menu, click UR Documentation and then Schedules. (You may have to turn off your pop-up blocker to open the Schedules.) For scheduling questions, please contact [HRD_Registration@hr.rochester.edu](mailto: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](mailto: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.