Student Employee HRMS Access

HRMS is Human Resource’s online management system. As an employee of the University, you will have access to HRMS to manage your HR record. To login to HRMS, use your WUSTL Key and password - [https://wuissrv20.wustl.edu/psp/HRMS/?cmd=login](https://wuissrv20.wustl.edu/psp/HRMS/?cmd=login). Bookmark this URL for future reference. Otherwise, HRMS is accessible through the Wash U Human Resource website, [hr.wustl.edu](http://hr.wustl.edu), on the top right corner.

Once you've logged in to HRMS, select the Main Menu tab on the top left, then select Employee Self Service. All employee functions are located under Employee Self Service. You will use HRMS Employee Self Service for the following requirements:

**Employment Eligibility Verification (I-9) Form**
Located under Personal Information. **This form MUST be completed before you begin work.**

**Time Reporting**
All student employees have been transferred over to the new online time management system, Time & Labor (T&L).

**Enter your In and Out times.** (If you need multiple In/Out times for the same date, select the + button on the right hand side to add another line with the same date.)

**Time Category** - should always be Regular.

**Select Task** - Even if you have only one job, you MUST select the job you are performing from the Task menu. These tasks determine what pay rate you receive, what accounts are used to pay your salary, and who the supervisor is that will approve the hours. **If there is a job you are performing that is not in the task menu, then you must contact Sandy Cooper or Brian Higginbotham.**

You can enter your hours at any point during the payperiod up until 9:00AM on the Monday after the end of the payperiod (payperiods end on Saturday).

Notify your supervisor when your hours are complete for the payperiod so they can login and approve the hours. They system will automatically remind supervisors via email at the end of each payperiod, but your additional reminder will be extremely helpful in making sure your hours are paid in a timely manner.

T&L does NOT allow "backlogging" hours. You can only enter hours for the current payperiod, and once that payperiod is over you will not have access to go back and submit late timesheets.

**Payroll and Compensation**
This is where you can opt to sign up for Direct Deposit of your paychecks. If you do not sign up, your paychecks will be available for pick up in Givens Hall room 105 the Friday after the end of the payperiod. You can also view and print your paycheck stubs here as well as access your W-2 Tax Forms and update your W-4 tax information, if necessary.

**Personal Information**
Here you can manage your personal contact information for when you move or change telephone numbers.