**Updating HRMS**

Please remember that any time your personal information changes: home address, mailing address, phone number, email, etc. you should update HRMS <https://www.rochester.edu/people/>  to ensure that information that is mailed to you from the university regarding benefits and/or pay  is being sent to the correct location.

* From your HRMS home page navigate to: **Self Service > Personal Information > Personal Details** to update your personal information.

For help with **HRMS access**, you can contact the IT Center at (585) 275-2000, or via email at [univithelp@rochester.edu](mailto:univithelp@rochester.edu) .

**Direct Deposit**

All employees are encouraged to enroll in direct deposit to receive their pay. Live paychecks continue to be sent to the mailing address on file in HRMS <https://www.rochester.edu/people/>   and are not delivered to the Welcome Center.

To set up Direct Deposit:

* From your HRMS home page navigate to: **Main Menu> Self Service > Payroll and Compensation> Direct Deposit>  Add Account** – from there, enter account and other information, then click on  “Submit”.
* You should receive a confirmation e-mail telling you that direct deposit was set up!

If you previously set up direct deposit in the past (or you have not worked in a while), please check in HRMS periodically to be sure that your bank account and set up information is correct and active.