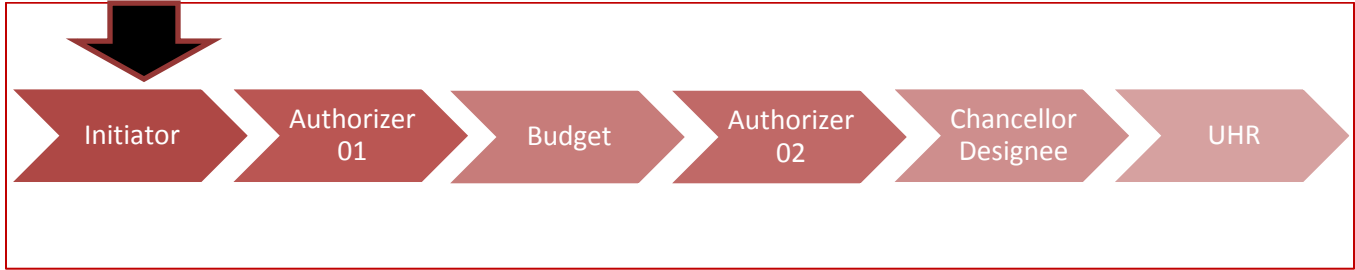


# **RBHS Request in ROCS – Initiator Guide – v3.0**

## ***Initiator – Starting the Request***

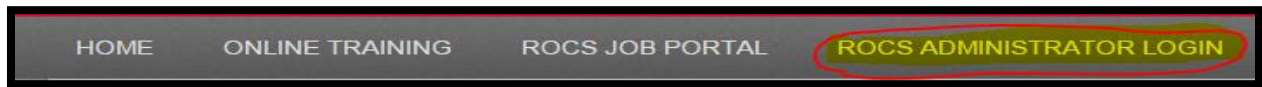


**RBHS requests to put in ROCS: *Straight replacements (where the position needs to be evaluated), new positions, and reclassifications.***

### **Step One:**

Login to ROCS by accessing the system through the ROCS BLOG at: <http://rocs.rutgers.edu/>

Select ‘ROCS Administrator Login’ to login to ROCS in the navigation bar:

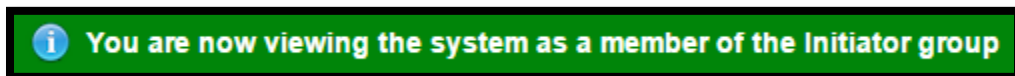


### **Step Two:**

Set your role access to “Initiator” using the drop-down field found in the top right area of the screen:

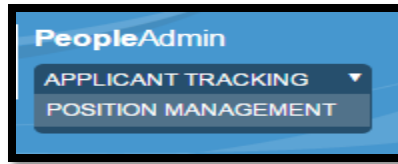


Make sure to click the “refresh arrow” in the grey box to the right of “Authorizer 01”. You will receive a success green status bar at the top of the screen once you are in the “Initiator” role.



### **Step Three:**

Navigate to the “Position Management” module of ROCS by clicking on the drop-down menu in the top-right area of the screen. Select “Position Management” to access that module:

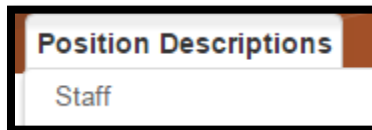


Once in the “Position Management” module the top banner of the system will be orange and you will have the “Position Management” options:



**Step Four:**

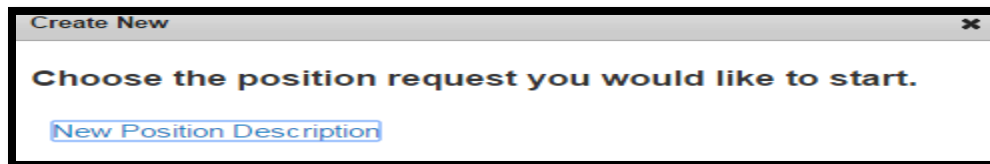
Start a position description request by toggling over “Position Descriptions” and clicking the “Staff” option:



Select the “Create New Position Description” orange button located in the top-right area of the screen:



Select “New Position Description” to start the new Position Description request process:



**Step Five:**

Enter a “Recruitment Title” for your request, and select where this position will be located in the organization by using the ‘Executive’, ‘Division/Department’, and “Department/Division” drop-down fields:

 New Position Description

Recruitment/Posting Title

**Organizational Unit**

School \*

Division/Department \*

Department/Division \*

Select the orange “Start Position Request” button to begin your request (located at the top of the system):



**Step Six:** \*DO NOT SKIP THIS STEP\* When creating a new position description you must select a classification to link to your position description. Use the “Filter these results” link at the top of the page to narrow down the large classification list:



Use the “Search” field to enter key words which will help narrow down the classification list (you may also search by job code). Click “Search” once you are done entering your search parameters:

**Search Classifications**

Search:

Add Column:

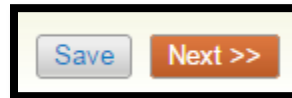
The search will yield classification titles which match the key terms you put in the search. You may click on the “Classification Title” to see detailed information about the classification (it will open the data in a new tab). The table will also provide some data about the classification:

Classification Title	FLSA	Grade	Union Description	(Actions)
<a href="#">PROGRAM COORDINATOR I</a>	Nonexempt	04	URA-AFT Administrative	<a href="#">Actions</a>
<a href="#">SENIOR PROGRAM COORDINATOR</a>	Nonexempt	05	URA-AFT Administrative	<a href="#">Actions</a>

Select the radio button to the left of the “Classification Title” to select that classification:

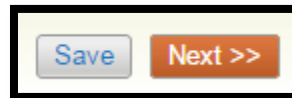
Classification Title	FLSA	Grade	Union Description
<input checked="" type="radio"/> PROGRAM COORDINATOR I	Nonexempt	04	URA-AFT Administrative

Select “Next” to save and continue to the next section:



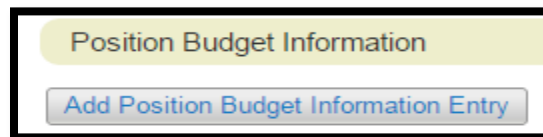
### **Step Seven:**

The next section requires the entry of “Position Details” information. It is recommended to fill out as many fields as possible – the more information the better. However, only the fields highlighted in red (with a red asterisk) are required. When done entering data select “Next” to save and continue to the next section:



### **Step Eight:**

The next section requires the entry of budget information. If you have the information to enter budget information select the grey button titled “Add Position Budget Information Entry”:



Hitting this button will populate several budget information fields. Enter data into the fields. To add another budget entry (for multiple funding sources) click on the “Add Position Budget Information Entry” button – if known also enter the Banner Position Number.

In the “Percentage Funded” field use **number values only** – do not use % symbol in this field. Also, all whole numbers must be entered with an extra decimal point. To enter “25” put in “25.0”.

**Position Budget Information**

**Account Name**

\* **Account/Index Number**

\* **Funding Information**

**Fund Number**   
(Banner Only)

**Percentage Funded**   
Enter a number with a maximum of 3 digits.

**Maximum Amount**

Remove Entry?

[Add Position Budget Information Entry](#)

**Banner Position Number**

**Banner Position Number**

**Banner Position Number Active**

Select “Next” to save and continue to the next section:

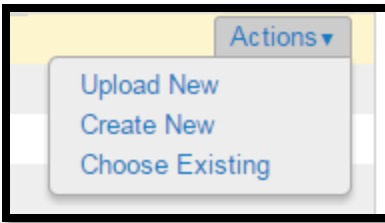
[Save](#) [Next >>](#)

**Step Nine:**

The next step lets you upload documents to be associated with this position description. You will see all the document types listed in a table:

Document Type	Name	Status	(Actions)
Organizational Chart (Required)			<a href="#">Actions</a> ▼
Justification Cover Letter (Required)			<a href="#">Actions</a> ▼

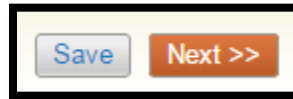
To upload a document in a “Document Type” category hover over the “Actions” link. Select “Upload New” to attach a document from your PC.



If you want you may change the name of the document, add a description, and then select the “Choose File” button to select a file from your PC. Select “Submit” to attach the file to the position description.

A screenshot of a form with the following elements: a "Name" field containing "Organizational Chart (Required)", a "Description" field, a "File to upload" section with a "Choose File" button and the text "No file chosen", and a "Submit" button at the bottom.

Select “Next” to save and continue to the next section:



**Step Ten:**

The last section of the position description is the “Summary Tab”. On this page you may view all the data and documents you have linked to this position description. If you have to make any changes click on the blue “Edit” link at the top of the page.



After you are satisfied with the data you entered on your position description request you will move the request to the next approver. Use the orange “Take Action on Position Request” button to view all of the approvers you may send the request to.



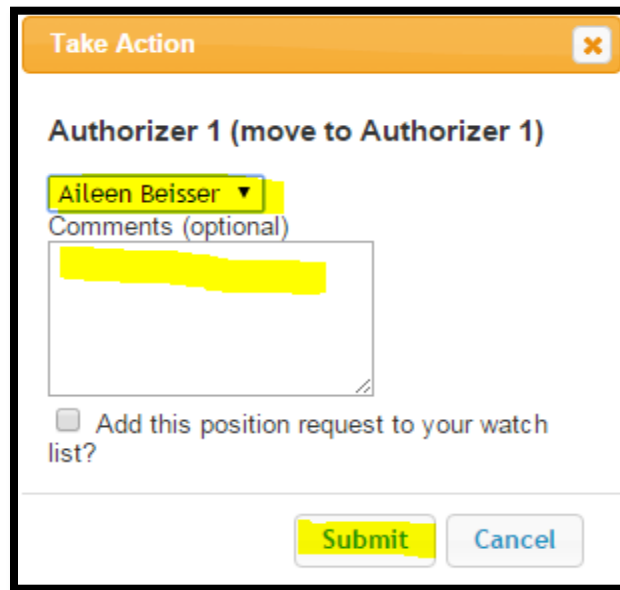
Click on the ‘**Authorizer 1**’ role to move the request forward. RBHS requests will flow directly to the ‘**Authorizer 1**’ role from the ‘**Initiator**’ role.

A new box will appear where you will select the approver to send it to; use the drop-down menu to select the correct individual. Please make sure to look at the user in the drop-down list to see that the correct individual is select before hitting the ‘Submit’ button. **\*\*Please make sure a user appears in the drop-down list – if no name appears here that means no one will receive the request\*\***

You may also write a comment which will be seen by the next approver and select whether or not you want to add the request to your Watch List.

**Step Eleven:**

Select “Submit” to send the request off.



**\*\*For any help when entering a request in ROCS please send an e-mail to [ROCS@hr.rutgers.edu](mailto:ROCS@hr.rutgers.edu) or please call (848) 932-4444\*\***