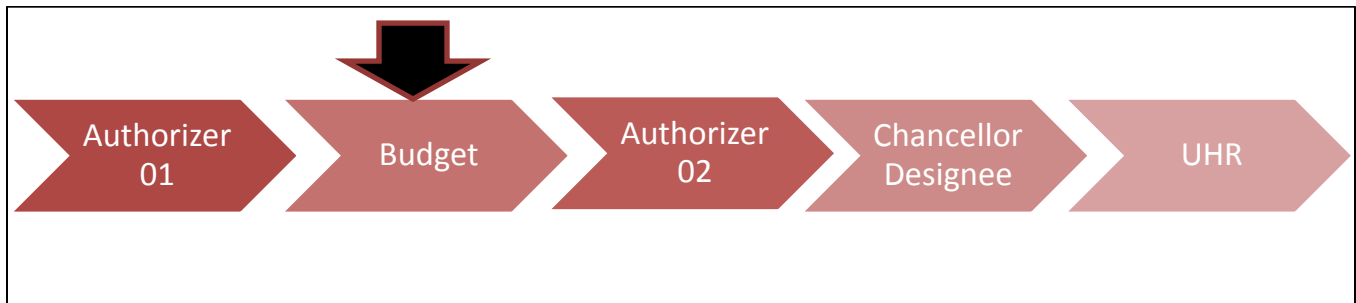


Creating a RBHS Request in ROCS

Budget – Approving the Request



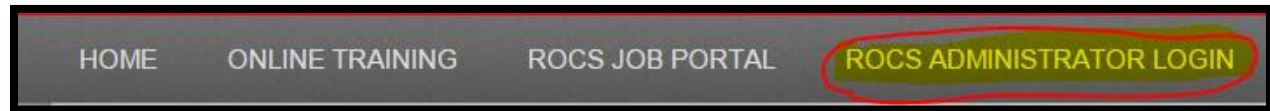
Step One:

The '**Budget**' user will receive an e-mail informing them that they currently have a pending request in ROCS.

Once this e-mail is received the Budget user will login to ROCS using the following link:

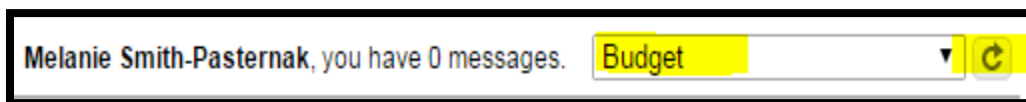
<http://rocs.rutgers.edu/>

Select 'ROCS Administrator Login' to login to ROCS:

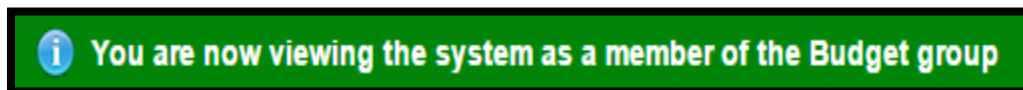


Step Two:

Set your access to the "**Budget**" role using the drop-down field found in the top right area of the screen:

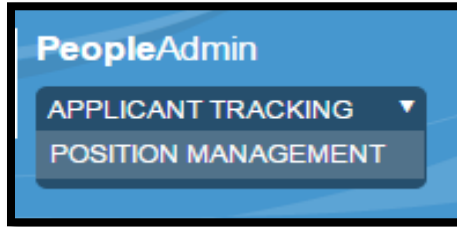


Make sure to click the "refresh arrow" in the grey box to the right of '**Budget**'. You will receive a success green status bar at the top of the screen once you are in the '**Budget**' role.



Step Three:

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

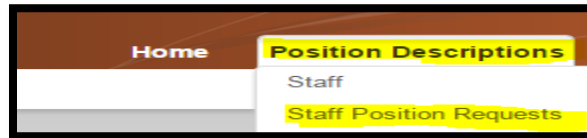


Once in the “Position Management” module the top banner of the system will be orange and you will have the “Position Management” options.



Step Four:

To review a position description request toggle over “Position Descriptions” and click the “Staff Position Request” option.



Step Five:

Locate the request you want to approve, and click on the action’s name to access the record. The column labeled status will show you items in the budget state:



Position Request Name	Department	Position Request Number	Last Updated	Status
New Position Description: Program Administrator I	SPH-Biostatistics	15ST3140PR	October 19, 2015 at 03:35 PM	Budget

Step Six:

Locate the ‘Position Budget Information’ section – you can review the data. Or you may make any changes by clicking on the ‘Edit’ link:

Position Budget Information	
Account Name	SPH Account Currently: blank
Account/Index Number	131313 Currently: blank
Funding Information	State Funded Currently: blank
Fund Number	101010 Currently: blank
Percentage Funded	100 Currently: blank
Maximum Amount	

Hire Budget Information	
Type of Hire	
Name/Salary of Previous Incumbent	

Banner Position Number	
Banner Position Number	131313 Currently: blank
Banner Position Number Active	Yes Currently: blank

Step Seven:

After reviewing the request, or making edits to the request use the orange button labeled ‘Take Action on Position Request’ to move the record to the ‘**Authorizer 02**’ approver:

Take Action On Position Request ▼

- [Keep working on this Position Request](#)
- WORKFLOW ACTIONS
- Authorizer 2 (move to Authorizer 2)**
- [Return to Initiator \(move to Initiator\)](#)
- [Return to Authorizer 1 \(move to Authorizer 1\)](#)
- [Budget \(move to Budget\)](#)
- [RBHS Chancellor Review \(move to Chancellor Designee\)](#)

A window will then popup; here you can put any comments and chose to add the request to your watch list.

Click the 'Submit' button to send the request to the 'Authorizer 02' user – please make sure the correct user is showing up in the drop-down menu (this individual will receive the alert):

The image shows a 'Take Action' dialog box with an orange header and a close button. The main title is 'RBHS Chancellor Review (move to Chancellor Designee)'. Below the title is a dropdown menu showing 'Kathleen Bramwell' with a downward arrow. Underneath is a text area labeled 'Comments (optional)'. At the bottom of the dialog is a checkbox labeled 'Add this position request to your watch list?'. Two buttons, 'Submit' and 'Cancel', are located at the bottom right of the dialog.

You will receive a green success message at the top of the screen:

