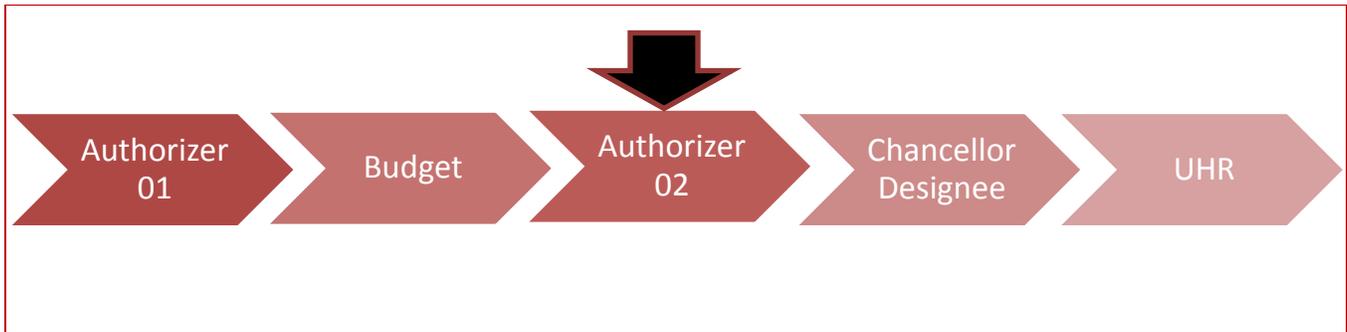


## Creating a RBHS Request in ROCS

### *Authorizer 02 – Approving the Request*

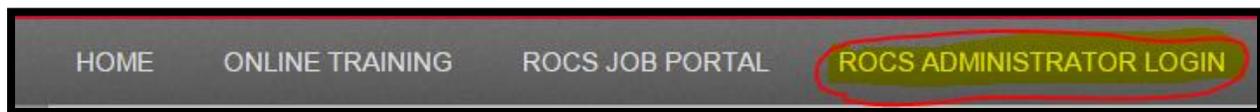


#### **Step One:**

The ‘**Authorizer 02**’ will receive an e-mail informing them that they currently have a pending request in ROCS. Once this e-mail is received the ‘**Authorizer 02**’ will login to ROCS using the following link:

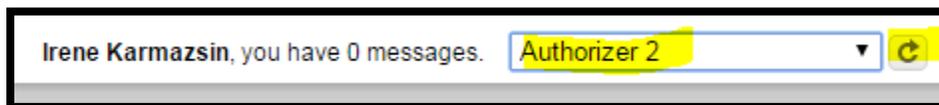
<http://rocs.rutgers.edu/>

Select ‘ROCS Administrator Login’ to login to ROCS – this will be found in the navigation bar:



#### **Step Two:**

Set your role access to the system to ‘**Authorizer 02**’ using the drop-down field found in the top right area of the screen.

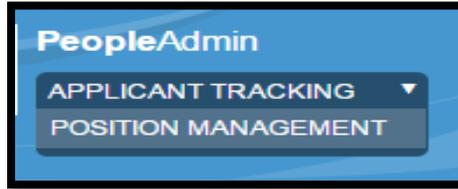


Make sure to click the “refresh arrow” in the grey box to the right of ‘**Authorizer 02**’. You will receive a success green status bar at the top of the screen once you are in the ‘**Authorizer 02**’ role.

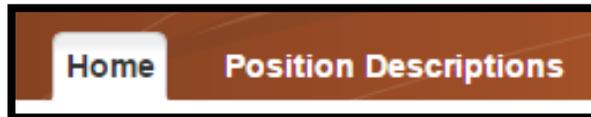


### Step Three:

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:

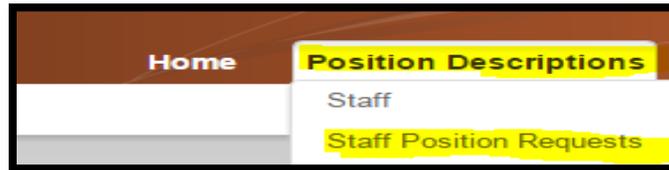


Once in the “Position Management” module the top banner of the system will be orange and you will now see the ‘Position Descriptions’ option:



### Step Four:

To review a position description request toggle over “Position Descriptions” and click the “Staff Position Request” option. This option will show all the records in your area:



### Step Five:

Locate the request you want to approve by scrolling through the table of records.

The status column will display any records currently in the ‘**Authorizer 02**’ state. Select the action name of the request you want to view by clicking on the blue link:

Pending Actions Name	Department	Position Request Number	Last Updated	Status
<a href="#">New Position Description: Program Administrator</a>	SPH-Biostatistics	15ST3140PR	October 19, 2015 at 03:22 PM	Authorizer 2
<a href="#">New Position Description: Project Manager</a>	SPH-Fiscal Services		October 14, 2015 at 11:35 AM	Draft

**Step Six:**

This is the summary page of the request – use the edit button to make any changes to the current record:

**New Position Description: Program Administrator I (Staff)** [Edit](#)  
Current Status: Authorizer 2  
Position Type: **Staff** | Created by: **Fay West**  
Department/Division: **SPH-Biostatistics** | Owner: **Authorizer 2 : Irene Karmazsin**

**Summary** | History | Settings

**Classification Selection** [Edit](#)

Classification

<b>Classification Name</b>	PROGRAM ASSISTANT
<b>Job Code</b>	29640
<b>FLSA</b>	Nonexempt

**Step Seven:**

After reviewing the request use the orange button ‘**Take Action on Position Request**’ to move the record to the ‘**Chancellor Designee**’ approver located in the upper right area of the system. (Please note if you want to send the request a previous role use one of the ‘**Return to \_\_\_\_\_**’ option depending on whom you want to send it to, and select their name in the drop-down menu):

**Take Action On Position Request** ▾

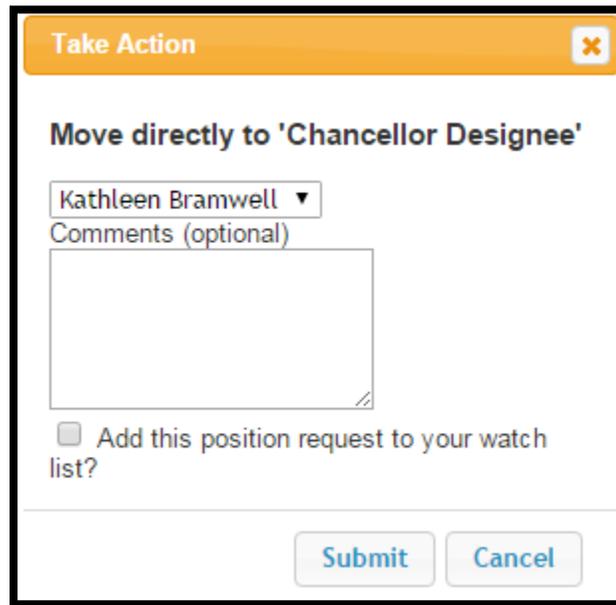
[Keep working on this Position Request](#)

WORKFLOW ACTIONS

- [Return to Budget \(move to Budget\)](#)
- [Return to Authorizer 1 \(move to Authorizer 1\)](#)
- [Return to Initiator \(move to Initiator\)](#)
- [UHR Case Manager \(move to UHR Case Manager\)](#)
- [RBHS Chancellor Review \(move to Chancellor Designee\)](#)

**Step Eight:**

Once you select the ‘**Move to the Chancellor Designee**’ option; select the individual who should receive the request, type in any comments, and hit the submit button.



The screenshot shows a 'Take Action' dialog box with an orange header and a close button. The main heading is 'Move directly to 'Chancellor Designee''. Below this is a dropdown menu with 'Kathleen Bramwell' selected. Underneath is a text area labeled 'Comments (optional)'. At the bottom left, there is a checkbox labeled 'Add this position request to your watch list?'. At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

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



\*\*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\*\*