

# Required Steps for RBHS ROCS Users

## *Initiator/Authorizer 01 – All Required Fields*

*In addition to the required fields indicated in red within the ROCS system, the following guide will assist all RBHS's schools and operating units in processing their request efficiently.*

### **Step One: New Position Description**

**All fields circled in yellow are required by the Initiator.**

New Position Description

Start Position Request Cancel

Job Title \*

Organizational Unit

School \* Select a School

Division/Department \*

Department/Division \*

Clone an existing Position Description?

[Filter these results](#)

### **Step Two: Classification**

**If the classification or the job class codes are unknown at the time of submission, this section can be skipped by the Initiator. The compensation department will be required to link a classification to this section before approval.**

Editing Position Request

Classification Selection Save Next >>

You must select a Classification for this request before clicking 'Next.'

Classifications - Filter these results

Staff Classifications

Saved Search: "Staff Classifications" (5301 Items Found)

← Previous 1 2 3 4 5 6 7 8 9 ... 176 177 Next →

Classification Title	FLSA	Grade	Union Description	(Actions)
<input type="radio"/> SUMMER TEMP10-MONTH NONEXEMPT	Nonexempt		Retirees/Other	Actions
<input type="radio"/> STUDENT WORKER	Nonexempt		Student Hourly Employees	Actions
<input type="radio"/> STUDENT CWS	Nonexempt		Student Hourly Employees	Actions
<input type="radio"/> Student Off Campus CWS	Nonexempt		Student Hourly Employees	Actions

### Step Three: Position Details

**General Information:** The fields highlighted in yellow are required depending on the type of action. The types of actions are color coded for your convenience.

**Editing Position Request**

**Position Details** [Save] [ << Prev ] [ Next >> ]

✓ Classification Selection

**Position Details**

✓ Position Budget Inform...

✓ Position Documents

Position Request Summary

Check spelling

\* Required Information

**General Information**

**Type of Action**

- Fill A Vacancy
- Classify a New Position
- Reclassify an Existing Position

**Job Class Code** [ Not Required ]

**Current Title** [ Required for Blue and Green Arrows ]

**Proposed Title** [ Required for all 3 Types of Action ]

**Incumbent's Name** [ Required for Green Only ]  
*If the action is reclassify use this field.*

**Employee ID Number** [ Required for Green Only ]  
*If the action is reclassify, use this field.*

### Step Four: Position Details

**Position Information:** All fields highlighted in red are required for RBHS. The UHR Office Assigned should always be RBHS.

**Position Information**

Recruitment/Posting Title [ test ]

Position Request Number [ ]

**Posting Summary** [ This field is required. ]  
*Provide a paragraph that describes the position - this field will be seen by applicants.*

**Position Status** [ Please select ] This field is required.

Hours Per Week [ ]  
*Use this field if the position is less than full time. Standard hours data pull in from the job-class-code for Full Time.*

Position Salary [ ]

Length of Appointment [ ]

Daily Work Shift [ Please select ]

**Terms of Appointment** [ Please select ] This field is required.

**Initiator** [ Select Some Options ] This field is required.

**Initiator Contact Info** [ ] This field is required.  
*Phone Number/E-mail*

**UHR Office Assigned** [ Please select ] This field is required.  
*Please select the UHR office that would own this request.*

**The UHR Office Assigned should always be RBHS**

**Step Five:** *Qualifications: Required Knowledge, Skills and Abilities are located in the Education and/or Experience section of the RBHS job description. All preferred qualifications should be placed in the preferred field.*

**Qualifications**

Required Qualifications

Essential Duties

Required Knowledge, Skills, and Abilities

Preferred Qualifications

*Specific knowledge, skills, abilities, and special licenses needed to effectively perform in the position (software, professional certifications, drivers' license, languages, etc.).*

**Step Six: Banner Positions Only:** *The only fields required by the Initiator are the Cashier Code, Home Org # and Timesheet Z-org.*

**Banner Positions Only**

Cashier Code (Banner Only)  ←

Employee Class

Leave Category

Benefit Category

FTE

Home Org #  ←

Timesheet Z-Org  ←

**Step Seven: Position Information Questionnaire - This section is optional for RBHS.**

Level of Decision Making

Describe the most complex issues or problems this position is accountable for delivering expected results, e.g. how will this position exercise discretion or independent judgment when making decisions and solving problems?

Scope & Impact

Describe the level of job complexity and scope of influence (university, campus, school, program, project, etc.).

Does this position have the authority and accountability for policy development, compliance, and/or administration? If yes, provide an explanation.

What is the position's accountability for organizational and/or strategic planning?

In addition, describe the complexity of functional areas for which this position is responsible

*Such as:*

- *Budgetary/fiscal planning and management – Provide size and funding sources of annual budget for which position is responsible, level of authority, independence in decision making, and long range planning.*
- *Information Technology – Describe the scope and complexity of job components such as the development/management and configuration of systems, and project management.*
- *Other – Describe complexity of other critical job functions, as applicable.*

## Management/Supervisory Responsibilities

Select one of the following to demonstrate the level of management/supervisory responsibility

Does this position have  
supervisory or  
management  
responsibility?

Number of positions  
supervised. Please  
provide the position title  
(s) and department.

## Competency Based Positions-RBHS-Only

Mission Statement

Competencies

Age of Patient  
Population Served

- Neonate (birth - 28 days)
- Infant (29 days - less than 1 year)
- Pediatric (1 - 12 yrs)
- Adolescent (13 - 17 yrs)
- Adult (18 - 64 yrs)
- Geriatric (65 yrs & older)
- Nonage Specific Task (N/A)

*For CINJ; EBCHC; RWJMG; UCHC*

**Step Eight: Budget:** *This section must be completed by the Initiator, Authorizer 1, or Budget role. The Authorizer 2 should verify this section is completed before approving the request. If the position is received by Compensation without this information, it will be sent to the budget department.*

Editing Position Request

- Classification Selection
- Position Details
- Position Budget Inform...
- Position Documents
- Position Request Summary

Position Budget Information

Save << Prev Next >>

Check spelling

\* Required Information

Position Budget Information

Add Position Budget Information Entry

Hire Budget Information

Type of Hire Please select

Name/Salary of Previous Incumbent

Banner Position Number

Banner Position Number

Banner Position Number Active

\*Click button to open. If the Initiator does not have the budget information, proceed to the next page.

Position Budget Information

Check spelling

\* Required Information

Position Budget Information

Account Name

Account/Index Number

Funding Information Please select

Fund Number (Banner Only)

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

Maximum Amount

Remove Entry?

Add Position Budget Information Entry

\*Total of all funding must equal 100%

\*Please select the Add Position Budget Information Entry button again to add additional funding sources

**Step Nine: Position Documents:** *The documents highlighted in yellow are required.* Once the request is approved, the Compensation department will attached the RBHS approved Job Description to the field circled in red.

Document Type	Name	Status	(Actions)
Organizational Chart (Required)			Actions
Justification Cover Letter (Required - SEBS/RBHS)			Actions
Addendum (Business Positions)			Actions
Other Documents			Actions
ROCS CARF/SPTF			Actions
RBHS Job Description			Actions
RBHS Compensation Memo			Actions
Revised Organizational Chart (UHR)			Actions
Revised CARF/SPTF (UHR)			Actions
Resume			Actions
Other Documents (2)			Actions
Addendum (IT Positions)			Actions
Comp Approved Job Description			Actions



YOU ARE NOW READY TO “TAKE ACTION”



\*\*For any help when entering a position request in ROCS please contact your HR Generalist\*\*