

Class 3 Short-Term Temporary Appointments

New Hire Classification Instructions

In order to create and fill a new Class 3 Short-term Temporary position, the hiring unit must complete a Position Description request via the [Recruitment, Onboarding, Classification System \(ROCS\)](#) a [Class 3 Classification and Recruitment Form \(C3 CARF\)](#) can be attached. The request will be evaluated by UHR to determine the appropriate classification. Refer to the [Class 3 and Class 4 Employment Guidelines](#) and [website](#) for more information.

The following steps should be followed:

1. Log into ROCS and complete a Temporary/Casual/Seasonal Position Description request. You provide any additional information to assist the HR Consultant in determining the appropriate [job code](#).
2. The request is electronically routed to UHR, who reviews the C3 Request and either approves the position based on the information provided, or contacts the hiring unit for additional information.
3. Once the position is approved through ROCS, the hiring unit will receive email notification from UHR of the approval and a posting will be created.
4. Postings must remain open for 5 business days and departments must make sure to complete dispositions for all candidates. Any candidates the department is interested in Interviewing should be moved to UHR Qualification Review.
5. Once the identified candidate has been approved by UHR, the hiring unit makes the offer to the candidate, issues the appropriate [appointment letter](#) and obtains the candidate's signature on the letter.
6. The Immigration Reform and Control Act of 1986 requires us to certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to the candidate's presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) is an online process, and all new employees must present the required documents to your employing department, in person, within three days of your employment start date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from the candidate's Form I-9 to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a "Temporary Non-Confirmation (TNC)" of the candidate's eligibility for this job, the candidate will be notified by the employing unit and given the opportunity to respond to USCIS within the required timeframe. If subsequent to a TNC on the candidate's case the E-Verify system gives Rutgers a "Final Non-Confirmation (FNC)" of the candidate's eligibility for the job, the candidate's employment in this position will be subject to immediate

termination as required by USCIS regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website:

<http://www.uscis.gov/portal/site/uscis>.

7. Newly appointed employees are required to review the Rutgers Code of Ethics and the Rutgers Plain Language Guide to Fundamental Ethics and Conflicts Rules which may be accessed at <http://ethicsru.rutgers.edu/> and print and sign the Receipt and Acknowledgment of the Rutgers Code of Ethics form available at the University Human Resources website at <http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf>. The signed form must be returned to the Ethics Liaison Officer & Compliance Manager at the Office of the Vice President and General Counsel, Winants Hall, 7 College Avenue, New Brunswick, NJ 08901.
8. The hiring unit's HR Preparer then hires the employee through the [Human Capital Management \(HCM\)/Payroll](#) system by accessing "Manager Self Service," "Template-Based Hire" and selecting the option for *Class 3 Temporary Employees Template*, attaches the appointment letter and submits for processing.
9. The HCM Unit from UHR will review and approve the action as appropriate.
10. During the first week of employment, the hiring unit should arrange for employee to attend a New Employee Welcome and Benefits Orientation Program for Class 3 employees.