



# HR Liaisons Meeting

March 26, 2025



# Agenda

- Welcome and Opening Remarks
- Project status overview from PMO
- Address verification and emergency contact information updates
- Employee schedule data collection for absence management
- Absence and OTL Role Assignments
- PHI/Immunization/Medical Screening Data Collection
- Supervisor Updates and Employee Transfers
- ROCS job postings cleanup and NJ Pay Transparency Law



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Human Resources

# HCM Cloud Project Status Overview

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**John Fahey**

Vice President, UFA Operations  
and Project Executive

# Oracle Human Capital Management (HCM) Cloud

## What is it?

Oracle Human Capital Management (HCM) is a cloud-based system that manages all human resources functions for an organization. It helps businesses improve the employee experience throughout their career.

## What does Oracle HCM Cloud do?

Manages the employee lifecycle, from attracting talent to retirement

Manages payroll, benefits, and compensation

Manages time and absences

Manages performance and talent development

Helps with recruiting, including sourcing and screening candidates

Helps with learning and career development

Helps with goal and performance management

Helps with succession management

# Human Resources and Payroll (HRP) Transformation

## What is it?

A transformational initiative to improve, modernize and transform the university's Human Resources and Payroll business processes and services creating a single identity and culture, standardized practices, and improved collaboration across the university.

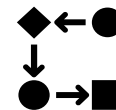
## What does this mean for Rutgers?

Phase One will include part of the Oracle HCM offerings, specifically:

- Payroll
- Position Management
- Benefits Administration
- Absence Management
- Time and Labor



*People*



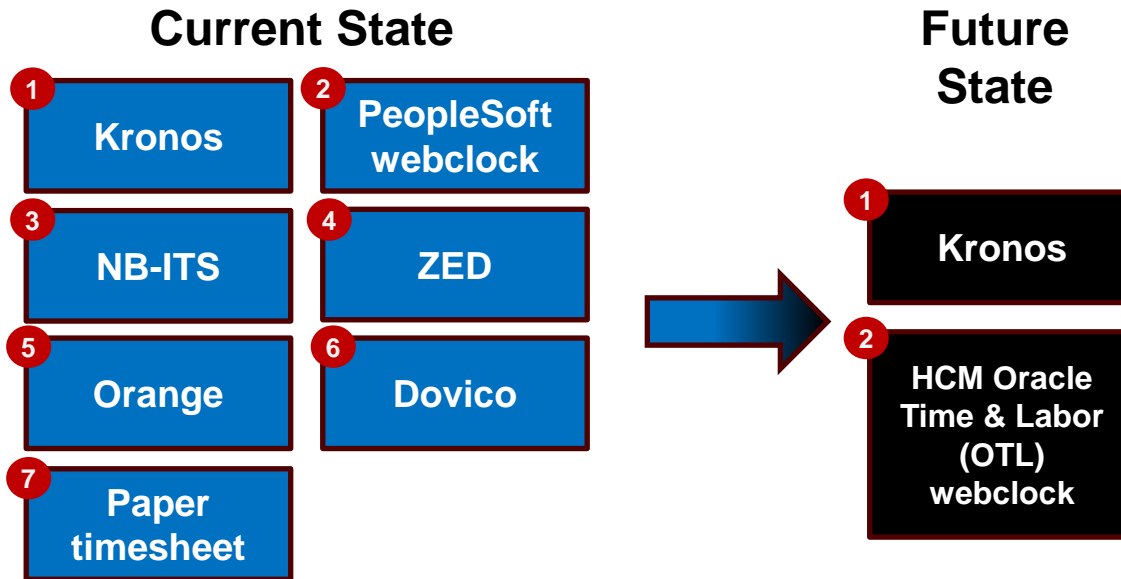
*Process*



*Systems*

# Time and Labor

In keeping with streamlining disparate systems and creating “One Rutgers” we sought to consolidate our time entry systems. We are going from seven methods of tracking time to only two.



***Who will this affect?***

- All hourly employees
- All Salary, non-exempt

***What benefits does it bring?***

- Will keep accurate overtime records.
- Improved auditing capabilities.
- Reduced disparate systems and subsequent funding and maintenance for all.

***What will we be required to do differently?***

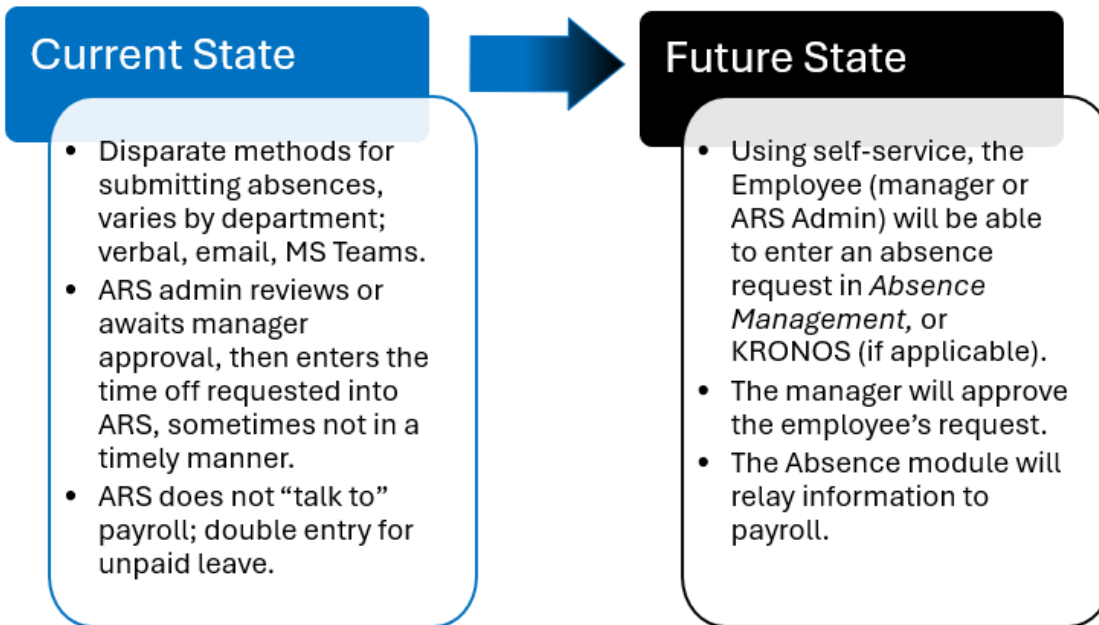
- Managers will need to approve time.

***Will there be training?***

- Yes, training will be available for impacted users, including managers.

# Absence Management

An additional step to streamlining disparate systems, we sought to build efficiencies into the absence request/management process across Rutgers.



## ***Who will this affect?***

- All staff (faculty will not use this system in phase one).

## ***What benefits does it bring?***

- More timely absence reporting.
- A unified method for absence requests.
- Integration with payroll.

## ***What will we be required to do differently?***

- Enter and approve time in Absence Management (or KRONOS).

## ***Will there be training?***

- Yes, training will be available.

## ***What is not included?***

- All Leave Reporting and Approval will remain with OneSource.



# Phase One Improvements

Phase One	What it means for Rutgers
Core HCM	<b>Position Management:</b> Define, track, and manage various aspects of positions, such as job roles, responsibilities, hierarchies and reporting relationships.
Time & Labor	<ul style="list-style-type: none"><li>• Reduced number of time entry mechanisms to Kronos and Oracle Time and Labor (OTL) webclock.</li><li>• Rollout to individuals previously not using time entry, for example Rutgers Health and salaried, non-exempt employees.</li></ul>
Absence Management	<ul style="list-style-type: none"><li>• Creating some structure and self-service capability around the absence request function.</li><li>• Creating a pathway for the absence management module and payroll module, reducing double-entry.</li></ul>
SWRJ	The current process is going away and new functionality is being built into labor distribution to streamline and automate it.
Organizational Charts	The ability to run “hierarchy” reports and get a more complete view of your organization.



# Project Status Overview

- **Go live date:** September 26, 2025
- Oracle HCM:
  - Project team finalizing system configurations
  - End to end system testing to begin in May (technical/system testing to be performed by the project team)
  - User Acceptance Testing to begin in June/July (this is “functional” system testing including units/end users alongside the project team)
  - Training is in development – full schedule is being drafted. There will be multiple tiers and rounds of testing beginning in the next two – three months and will go up to and beyond go live
  - Payroll parallel is in progress. We are currently in the first of six cycles that will continue through August
  - Payroll costing, labor distribution and fringe are all in progress and anticipate to begin testing mid to late April
  - Blackout – Aug 31 submission deadline, nothing effective past 9/15. Comms coming soon – these dates may shift

## Project Status Overview

- Chart of Accounts project go live is July 1
  - Multiple data requests, in addition to those coming for the HRP project, are forthcoming
  - Coordination and careful timing of multiple activities across multiple systems is critical
  - This will be a multi-month effort and we will need the units' assistance and support
  - More details will be released the week of April 14<sup>th</sup>

# Questions



## Phase One Changes for HR Teams

- In phase 1, all of the processes currently initiated in ROCs will not change (postings, classification, reclassification, etc.)
- ServiceNow will be limited to an inquiry only tool to request assistance from UHR but will no longer be used for the submission of personnel actions to UHR HCM for system input.
- UHR will take on the responsibility for position management for Classes 1, 3, and 4's on behalf of all university departments.
- Approval of certain personnel transactions (i.e., for faculty, trades, students, TA/GA, Lecturers, and WSI) will now stop at the school/unit level and will no longer be reviewed by UHR prior to becoming effective thereby reducing processing times.
- Our current employee classes will be replaced by new more intuitive nomenclature (more on the following slide).



# New Assignment Categories

Employee Class	New Assignment Category	Definition
Class 1	Regular Faculty	regular salaried faculty employees
Class 1	Regular Staff	regular salaried staff employees
Class 2	Trades	trade employees
Class 3	Salaried Temporary Assignments	short-term temporary employees
Class 4 & 8	Temporary Part Time	casual hourly and seasonal employees and co-adjutant teaching and non-teaching employees
Class 5	Student Workers	hourly employees who are university students
Class 6	Graduate Workers (TA/GA)	salaried student employees
Class 7	Lecturers	formerly referred to as part-time lecturers
Class 8	Winter Summer Instructors	winter summer instructors
Class 9	Fellows	individuals with no employer/employee relationship

# HR Workflow Training Update

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## How to Hire a New Employee

**Job Aid Overview**  
The Hire an Employee workflow in Oracle HCM Cloud is used to hire someone new to Rutgers who has never had an employment relationship with the university before or someone who had an employment relationship with the university that was terminated prior to 7/1/2024.

After all [recruitment and onboarding steps](#) have been completed, the new employee into Oracle HCM Cloud to ensure they have the correct benefits eligibility, and appropriate access to university systems. Please refer to the [Schedule](#) to understand when the transaction must be submitted to HR.

**Relevant Definitions**

- Approver:** Users with system access responsible for reviewing, approving, and submitting and compliance with policies and procedures, and appropriate access to university systems. Please refer to the [Schedule](#) to understand when the transaction must be submitted to HR.
- Assignment Category:** A classification of employee based on their employment arrangement they have with Rutgers.

Historical Employee Class	New Assignment Category	Definition
Class 1	Regular Faculty	regular salaried
Class 1	Regular Staff	regular salaried
Class 2	Trades	trade employees
Class 3	Salaried Temporary Assignments	short-term
Class 4 & 8	Temporary Part Time	casual hourly teaching
Class 5	Student Workers	hourly employees
Class 6	Graduate Workers (TA/GA)	salaried
Class 7	Lecturers	former
Class 8	Winter Summer Instructors	winter
Class 9	Fellows	individual

- Assignment Summary Report:** A new, cross-department and Approvers to view active and previous assignments and their transaction.
- Derived Standard Hours:** Define the maximum working full-time equivalency of an assignment. Oracle Cloud will calculate the derived standard hours when a Job code is selected.
- Initiator:** Users with system access to initiate a transaction through a central administrative department.

For questions or additional training materials, visit [https://hr.rutgers.edu](#)

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What the current HR Workflow Job Aids for Initiators look like including a section for:

- Key definitions
- What you'll need to get started
- Required documentation
- Business process steps
- Workflow diagram
- Step-by-step screenshots of workflow in Oracle HCM Cloud
- Relevant policies and guidelines



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## Data Collection and Cleanup Efforts

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**Melissa Marrero**

Assistant Vice President, UHR

## Data Collection Overview

- Over the next several months leading up to go-live and conversion, departmental representatives will be receiving a number of data cleanup and collection requests.
- Departments must clean up their data in preparation for the conversion to the new system to ensure the accuracy of information being converted.
- This is an ongoing effort that needs to be completed both before and after the system goes live.
- Data maintenance is a shared responsibility across departments to ensure data integrity as well as accurate and reliable reporting.



# Address Verification and Emergency Contacts

- **Deadline:** March 31, 2025
- Reminder email sent to faculty and staff and student workers (including FWS) on March 18
- Employees must review and update home address, as having incorrect, missing, or misspelled address information can prevent your employee record from being successfully converted into the new system
- If the record is not successfully converted, it will disrupt payroll processing and will prevent the employee from receiving their paycheck on time
- Confirm the address is not blank
- Confirm the accuracy and spelling of your home and remote work address
- Confirm the information is in the correct field (e.g., your City is not accidentally in the State field)
- Confirm your zip code has 5 digits and matches the City
- Confirm your County information is accurate

# Employee Schedules Data Collection

- In Oracle HCM Cloud, the system will leverage the employee schedule provided by the department to determine the number of hours to deduct from the employee's PTO balance
- Departments will be asked to provide the number of hours worked on each day if the employee has a standard schedule (e.g., 8 hours per day 5 days a week)
- If the schedule is not standard, departments will be trained on time entry using advanced mode
- Communications related to this data collection will be distributed in early April 2025
- The data collection will be conducted through PeopleSoft
- This will impact all employees except Class 2 (Trades) and Class 9 (Non-employee Fellows)
- Faculty schedules will be collected for input of Leaves
- Office hours will be hosted on 3 dates over 2 weeks to answer questions related to this request

# Absence/OTL Role Assignments

- There will be two roles in Absence and Time & Labor in HCM Cloud:
  - Absence/OTL Keeper can edit timecards/absences or enter on behalf of an employee
  - Absence/OTL Manager can approve timecards and absences if the line manager is not available
- Departmental role assignments will be collected similar to the HR Initiators and Approvers data collection
- Communications related to this data collection will be distributed in early May 2025
- Office hours will be hosted on 3 dates over 2 weeks to answer questions related to this request

# PHI/Immunization/Medical Screening

- **PHI Compliance:** Required if the employee's role involves direct or indirect access, use, or disclosure of Personal Health Information (PHI).
- **Immunization:** Required if the employee is a Covered Individual as defined in policy 100.3.1.
- **Medical Screening:** Required if the position involves working in a clinical setting, or if it involves exposure to hazardous conditions or physically strenuous tasks.
- Data Collection will be conducted through PeopleSoft in late May 2025
- These items are required to create positions in position management for your existing employees and vacant positions
- Office hours will be hosted on 3 dates over 2 weeks to answer questions related to this request



# Supervisor Updates & Employee Transfers

- Last year there was a data collection effort to determine the future state department structure
- Many departments took the opportunity to create new department and deactivate existing departments
- This exercise is to transfer employees out of the deactivated departments or into the new departments created and confirm their supervisor information is accurate
- Departments need to be consistent in updating the Supervisor when employees are vacating positions (e.g., termination or transfer of an employee in a supervisory role)
- Communications related to data collection will be distributed in early June 2025

## Change in Approach for HR Roles

- During the BPR Sessions, it was announced that Oracle HCM Cloud could be configured to allow individuals to hold both Initiator and Approver roles for the HR Workflows.
- Our data collection contained several individuals who were assigned both roles.
- Subsequent discussions with Audit and Advisory Services provided two requirements to enable department representatives to hold both roles:
  1. Guarantee through configuration that an Initiator cannot approve their own transaction
  2. Utilize the system hierarchy to ensure that a subordinate team member is not asked to approve a transaction initiated by their supervisor or someone higher
- Sierra Cedar was able to ensure #1 above but could not accommodate requirement #2.

## Change in Approach for HR Roles

- Accordingly, we will be changing our approach for HR Roles to align with current state where an individual can only hold one role (Initiator or Approver).
- We will be reaching out to departments that asked for dual roles to provide a determination on the role that should be assigned to those individuals for HCM Cloud.

# Questions







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# ROCS Postings Audit & NJ Pay Transparency Law

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**Ryan Holcombe,**  
Director of Talent Acquisition

**Clayton Cole,**  
Manager of Talent Acquisition





## Agenda

- Adherence to Hiring Requirements
- NJ Pay Transparency Law
- Overview of the Posting Audit
- Action Items Required by Departments
- Timeline
- Available Reference Materials



# Adherence to Hiring Requirements

A hire commences employment when work is performed.

- **Job Postings** – Office of Federal Contract Compliance Programs (OFCCP) compliance, commitment as an Equal Opportunity Employer, and fair hiring practices for selecting the hire.
- **Background Checks** – University policy to complete before starting work to maintain a safe and secure work environment.
- **Form I-9** – Deadlines specified by United States Citizenship and Immigration Services for verification of employment eligibility to prevent unauthorized employment.
- **UHR Processes** – Assists departments in navigating these requirements and with the proper sequence ensures timely and accurate payment for work performed as mandated by the Department of Labor.



## NJ Pay Transparency Law

- Goes into effect on 6/1.
- All announcements must include pay or a pay range and link to UHR's benefits page.
- Internal emails announcing promotional opportunities, faculty ads in journals, printed flyers for student workers, and others.
- Includes all employee classes except for Class 9 non-employee fellows.
- Templated language is available from UHR.
- All ROCS postings will include new offer information, "Final offers may vary from the amount listed based on the candidate's experience and expertise, internal equity and other factors."
- ROCS postings without pay information will be removed from career site on 5/30.



# Posting Audit Overview and Other Changes

- On March 31, UHR will send out a ROCS postings data cleanup announcement to HR Primary Approvers.
- Departments will be asked to review and disposition active (open and closed) postings to determine whether they should remain active or be inactivated (filled or canceled).
- The data collection approach will mirror other requests (e.g., HR Workflow Initiators and Approvers).
- This exercise will support the Oracle HCM Cloud conversion by aiding with the creation of vacant positions in position management from active ROCS postings.
- It will also ensure compliance with the new NJ pay transparency law effective 6/1/25.
- New fields will be created in ROCS and existing fields renamed to align with Oracle HCM Cloud's nomenclature.
- Addition of preferred qualifications to faculty postings.



# Audit Actions Required from Departments

## **Disposition active postings:**

- Keep Active (Open)
- Keep Active (Closed)
- Keep Active (Offer Accepted)
- Inactivate (Cancel)
- Inactivate (Filled)

## **Review and complete required fields:**

- Position details such as department, supervisor, salary details, hours per week, etc.
- Total number of openings
- Compliance-related fields



## Ongoing Actions Required from Departments

- Review guidance on compliance-related fields.
- Complete the newly required fields in ROCS requests and postings to ensure new postings contain the required data for conversion.
- Ensure that ROCS applications are advanced to “Hired” after submitting the hire to HCM.
- Promptly request unneeded postings to be canceled.
- Promptly manage unneeded faculty postings by moving to Filled or Canceled.



## Timeline

- **3/31:** Reports sent to departments
- **Early April:** Office hours hosted by TA regarding audit
- **4/25:** Deadline for departments to respond to posting audit
- **5/30:** All postings without pay info will be closed (still active)
- **6/1:** NJ pay transparency law goes into effect
- **Early Sept.:** Data validation and conversion for Oracle Cloud
- **9/26:** Full implementation of Oracle Cloud positions







## Available Reference Materials

The following new resources are available in the [ROCS Training Guides Knowledge Base Article](#):

- [Posting States Guide](#) – Describes posting statuses in ROCS.
- [ROCS Data Guide](#) – Includes explanations of required fields for Oracle Cloud conversion and extensive guidance for compliance-related fields.
- [Templated Language for Posting Salary Details](#) – Standardized language for describing salary on a posting.

# Questions

