

A) Logging in to the ROCS System

1. Navigate to the <https://jobs.rutgers.edu/hr/shibboleth> website.
Login using your Rutgers NetID and password.



NOTE: Ensure your Wi-Fi connection is secure.

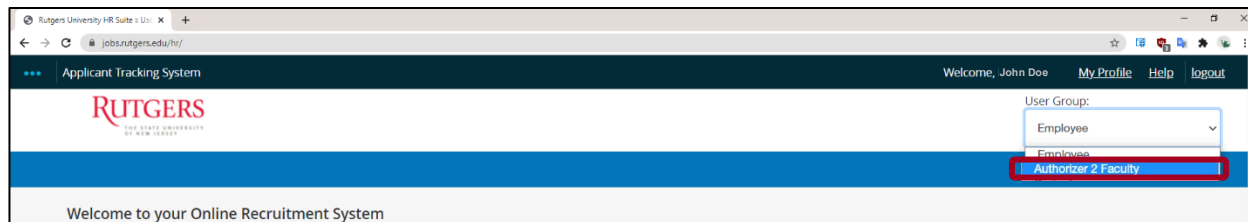


NOTE: If you do not have a Rutgers NetID or have guest user access, navigate to the <https://jobs.rutgers.edu/hr> website. Login using your Username and Password.

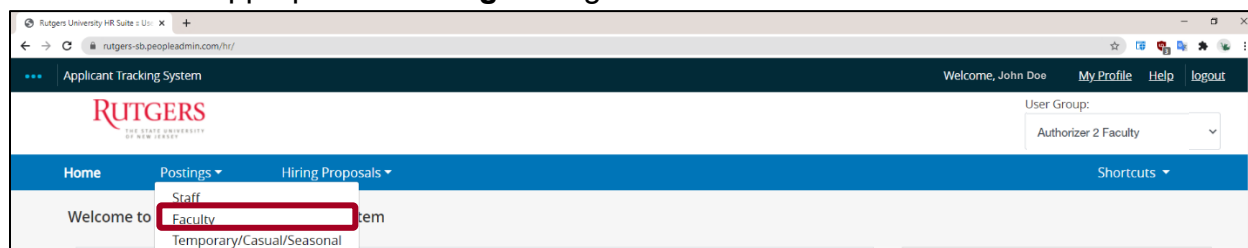
Contact ROCS@hr.rutgers.edu to request guest user access.

B) Advancing or Returning Faculty Postings

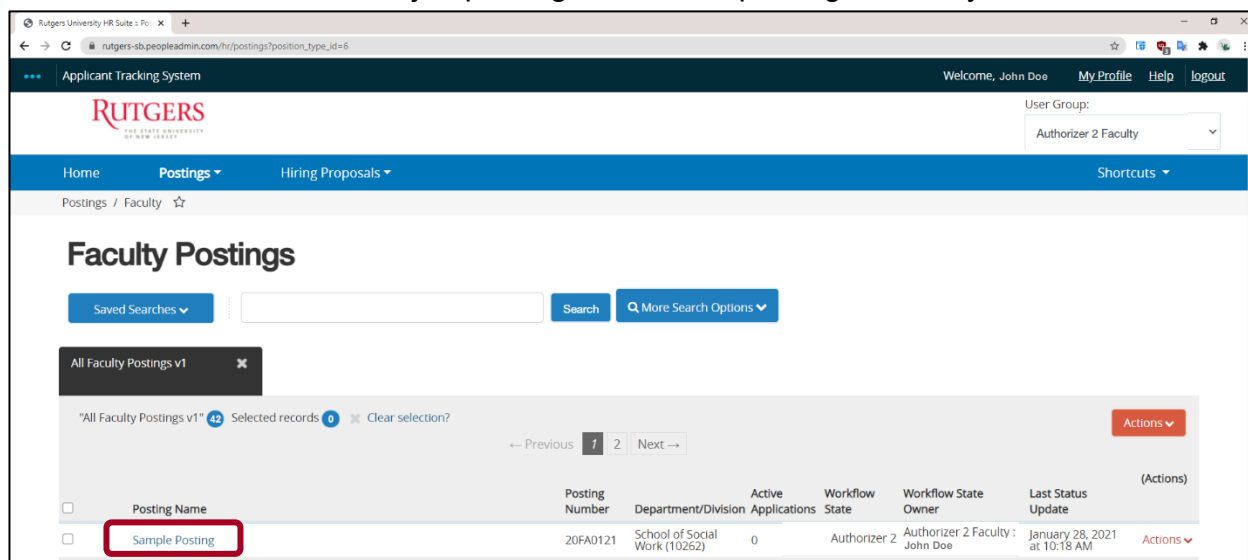
1. In the upper-right corner for the **User Group**, select **Authorizer 1-Faculty** or **Authorizer 2-Faculty**.



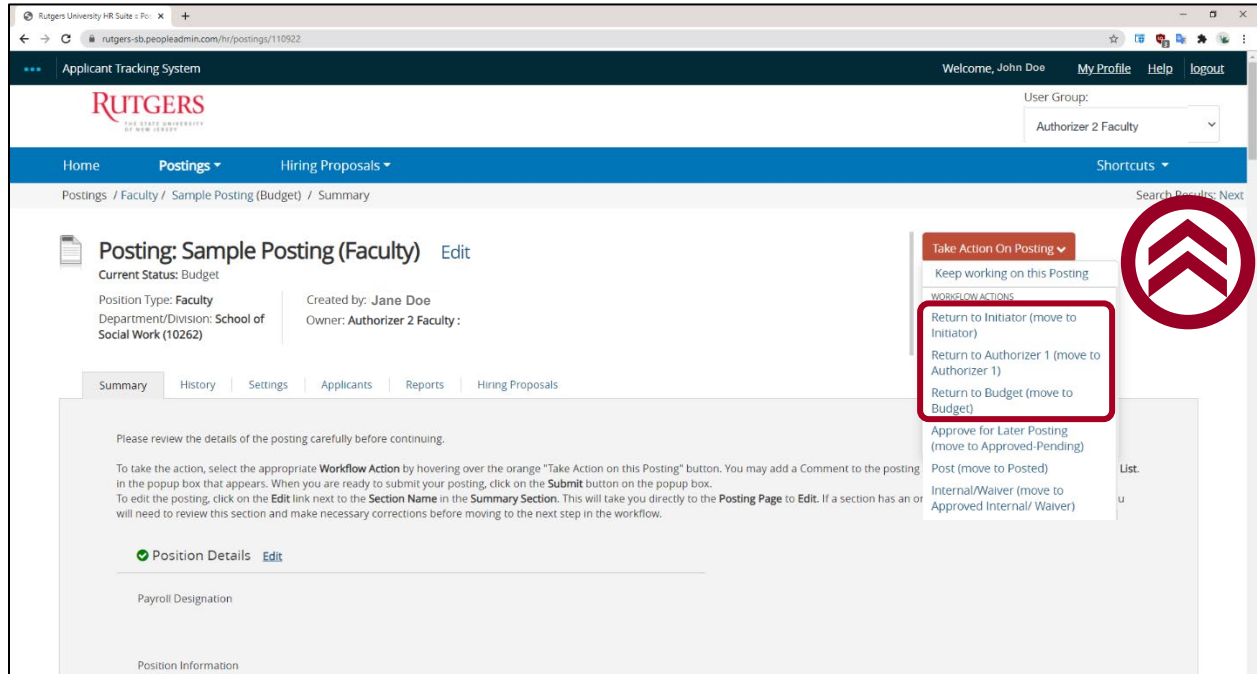
2. Select the appropriate **Postings** designation.



3. Click on the name of the job posting to view the posting summary.



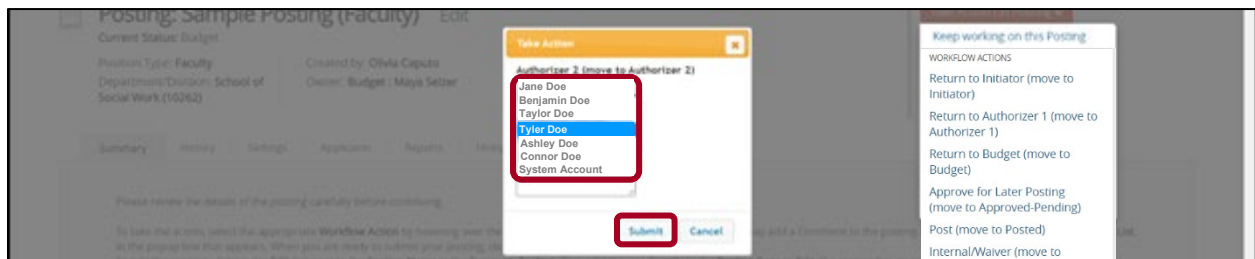
4. Review the entire posting draft on the Summary tab.
 - a. If the posting needs to be updated, scroll up  and use the **Take Action on Posting** menu to select **Return to Initiator**, **Return to Authorizer 1 Faculty**, or **Return to Budget**.



- b. Select the name of the appropriate employee and click **Submit**.

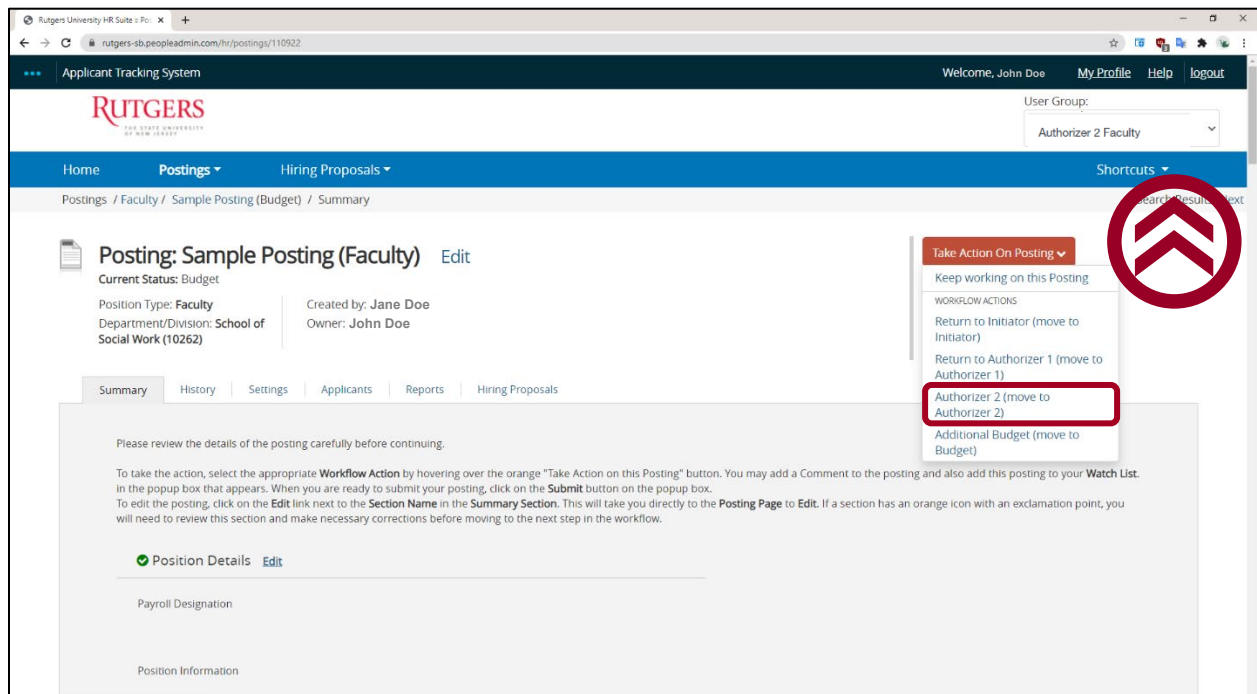


CAUTION: Never select **System Account**. Always select the appropriate **Authorizer 2 Faculty** in your department. If **System Account** is the only option available, contact **ROCS@hr.rutgers.edu**



KEY: Any comments submitted at this step are permanent and will be included in the automatic system email to the selected employee and will be visible in the system.

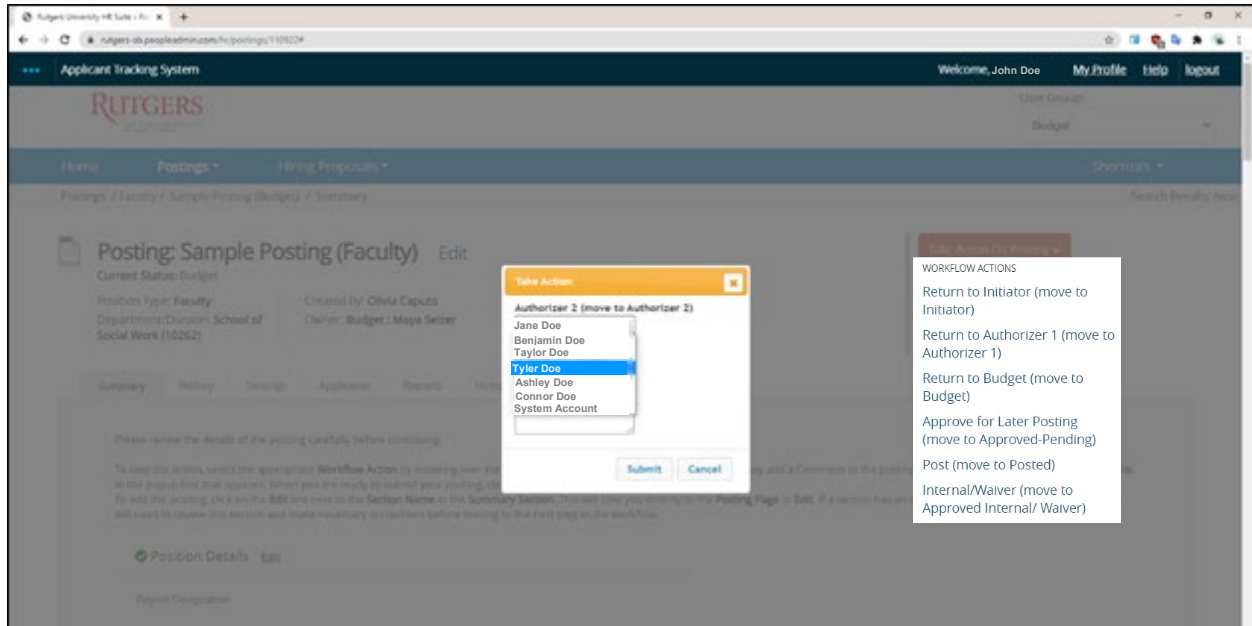
5. If the posting is accurate, scroll up and from the **Take Action on Posting** menu select **Authorizer 2 (move to Authorizer 2)**.



6. Select the name of the appropriate employee and click **Submit**.

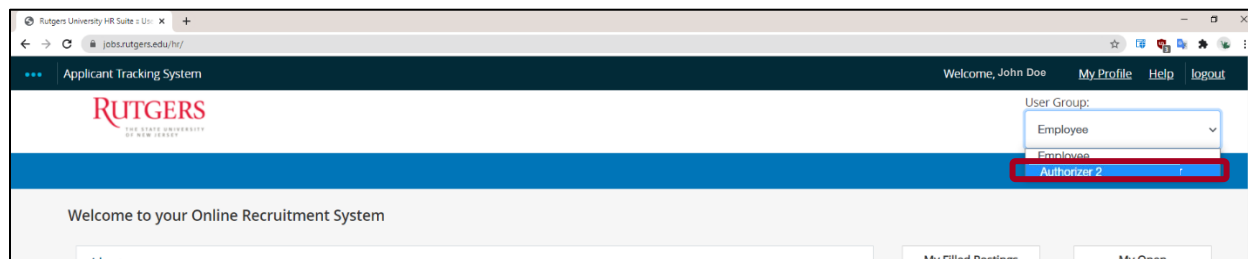


CAUTION: Never select **System Account**. Always select the appropriate **Authorizer 2 Faculty** in your department. If **System Account** is the only option available, contact **ROCS@hr.rutgers.edu**

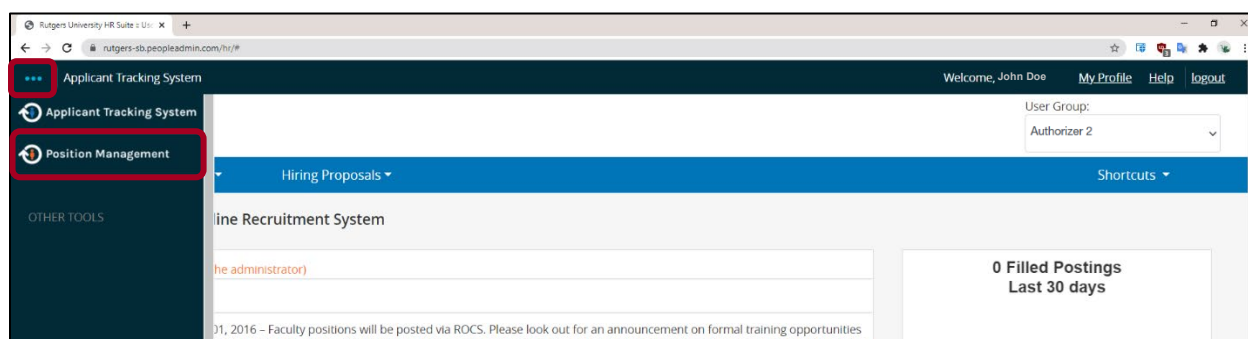


C) Advancing or Returning Staff Position Requests

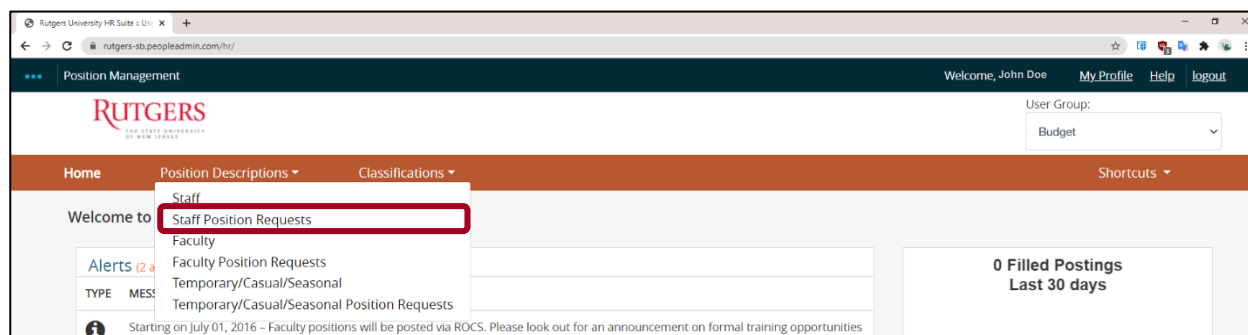
1. In the upper-right corner for the **User Group**, select **Authorizer 1** or **Authorizer 2**.



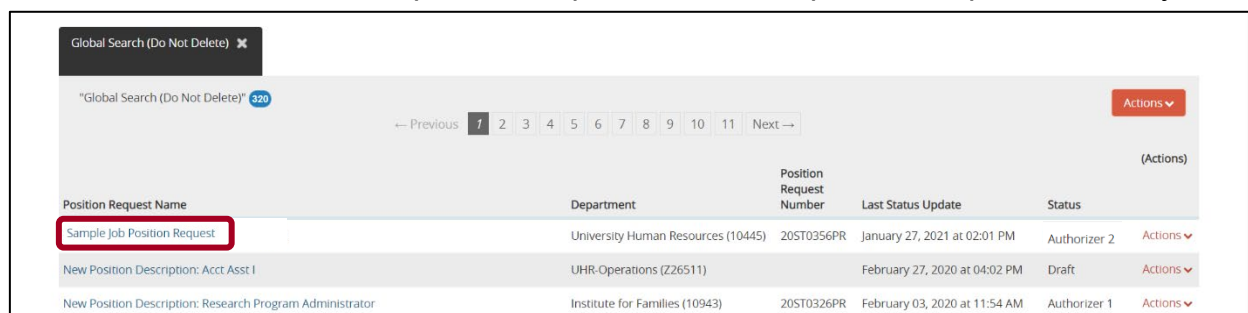
2. Click the **...** icon and select **Position Management**.



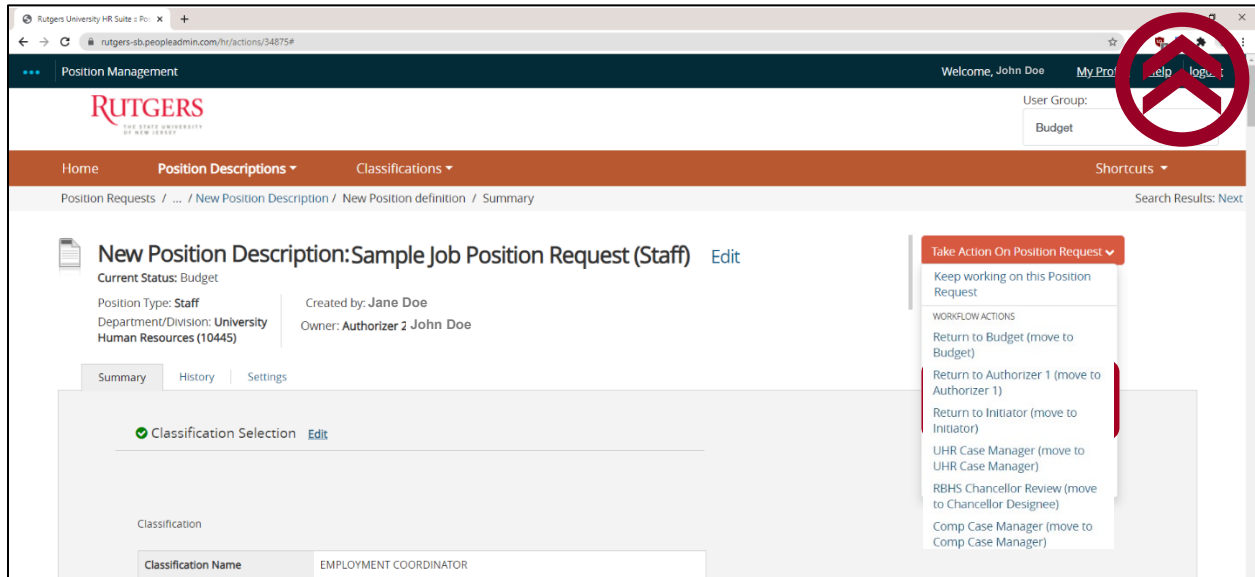
3. For **Position Description**, select **Staff Position Requests**.



4. Click on the name of the position request to view the position request summary.



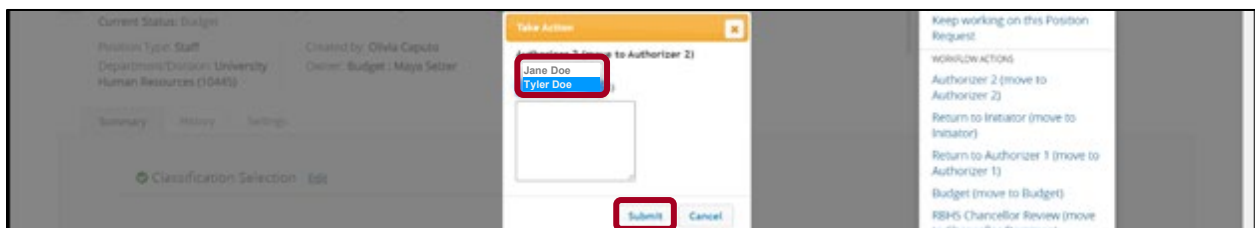
5. Review the entire position request draft on the Summary tab.
 - a. If the posting needs to be updated, scroll up  and use the **Take Action on Position Request** menu to select **Return to Initiator**, **Return to Budget**, or **Return to Authorizer 1**.



- b. Select the name of the appropriate employee and click **Submit**.

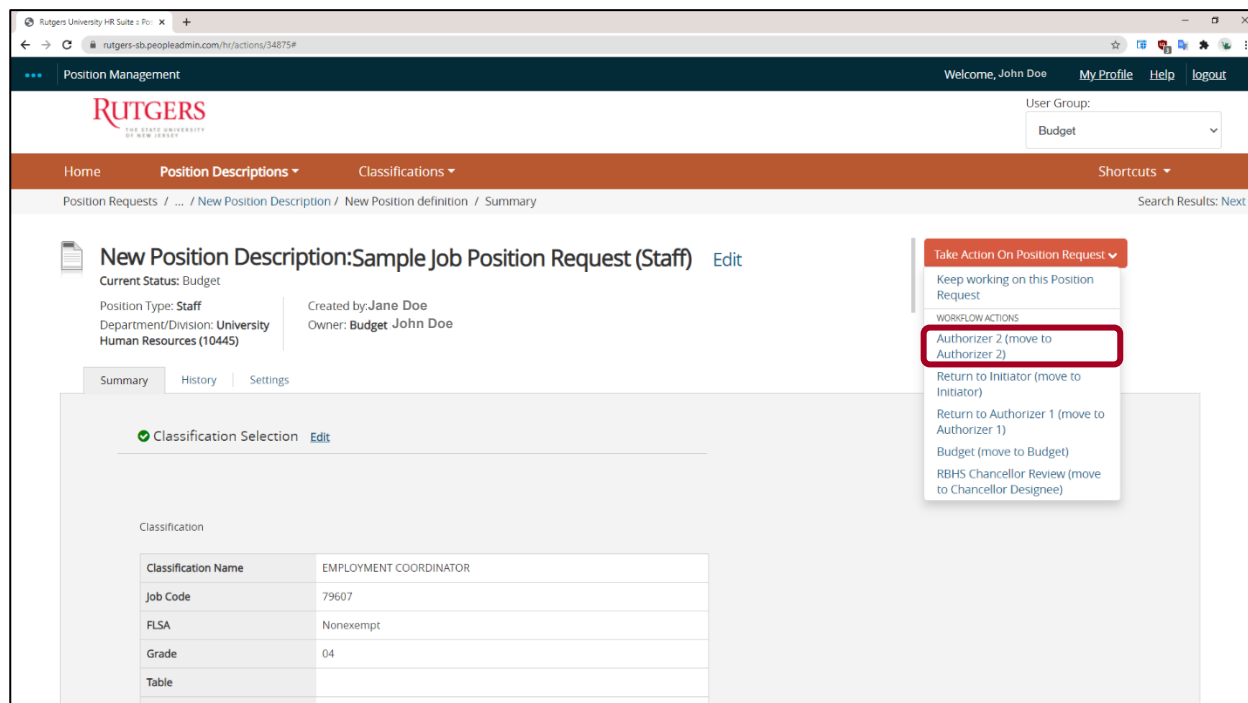


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KEY: Any comments submitted at this step are permanent and will be included in the automatic system email to the selected employee and will be visible in the system.

6. If the position request is accurate, scroll down to the **Position Budget Information** and click **Edit**.
7. To submit the budget information, scroll up and from the **Take Action on Position Request** menu select **Authorizer 2**.



8. Select the name of the appropriate employee and click **Submit**.



CAUTION: Never select **System Account**. Always select the appropriate **Authorizer 1** in your department. If **System Account** is the only option available, contact **ROCS@hr.rutgers.edu**

