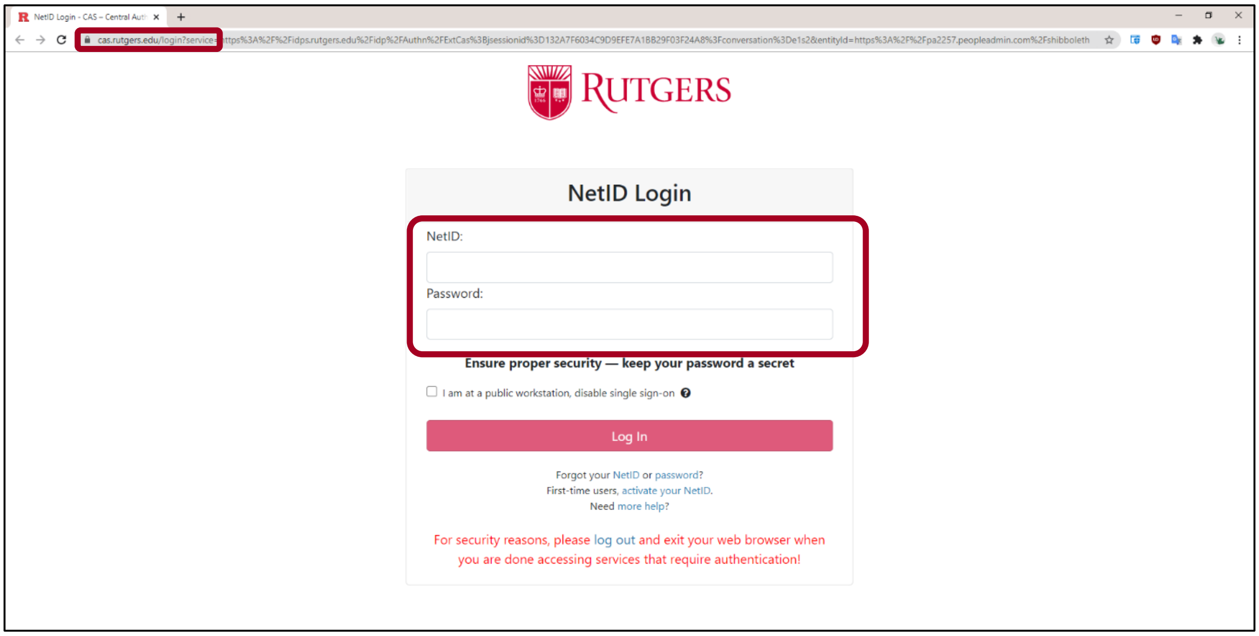
A) Logging in to the ROCS System

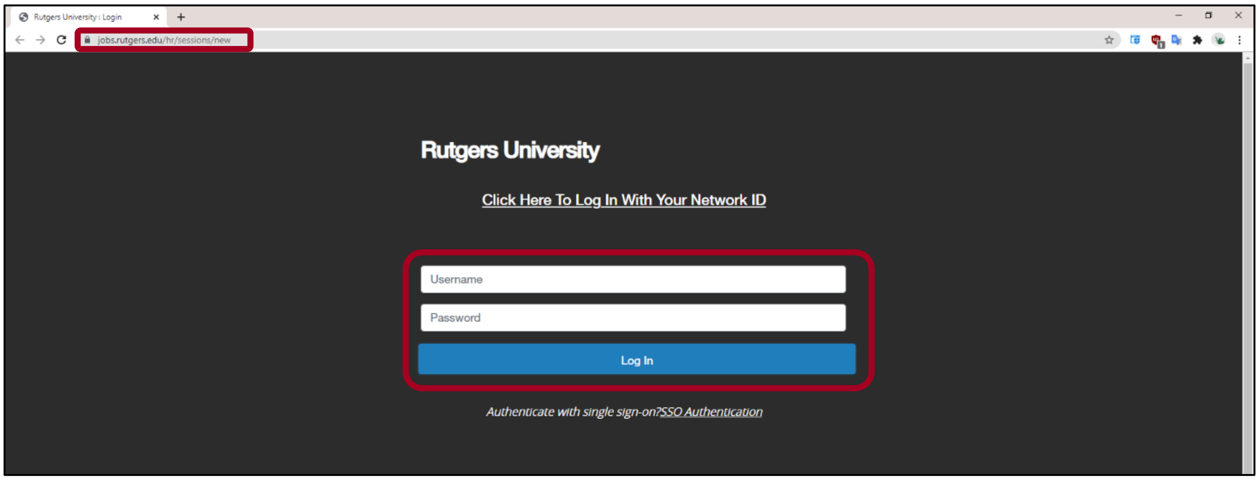
1. Navigate to the https://jobs.rutgers.edu/hr/shibboleth website.
   Login using your Rutgers NetID and password.

NOTE: Ensure your Wi-Fi connection is secure.



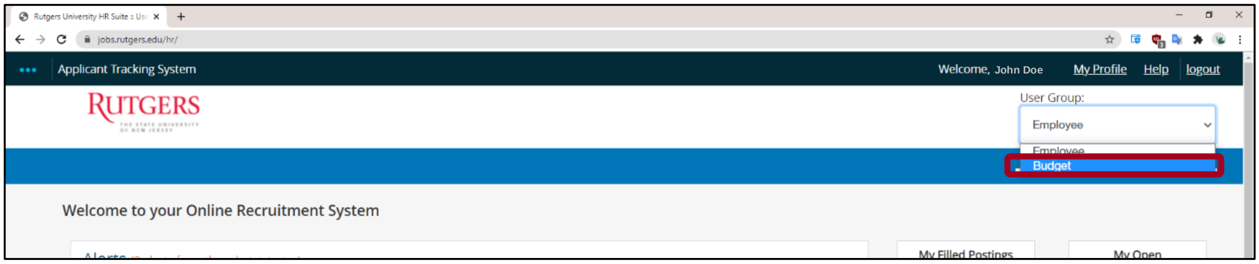
NOTE: If you do not have a Rutgers NetID or have guest user access, navigate to the https://jobs.rutgers.edu/hr website. Login using your Username and Password.

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

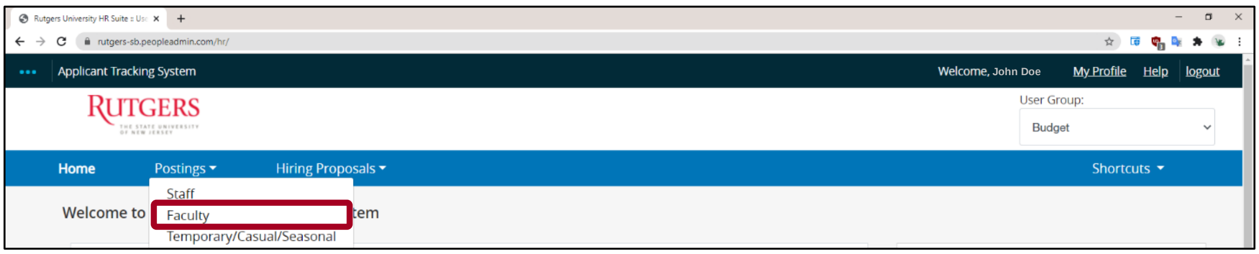


B) Entering Budget Information for Faculty Postings

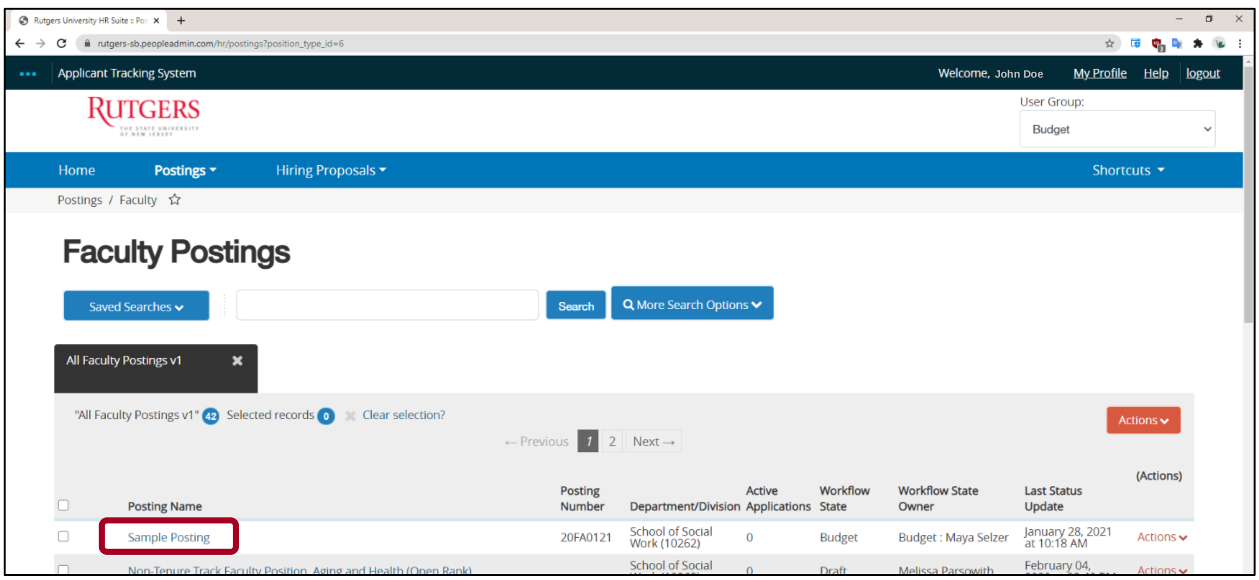
1. In the upper-right corner for the **User Group**, select **Budget**.



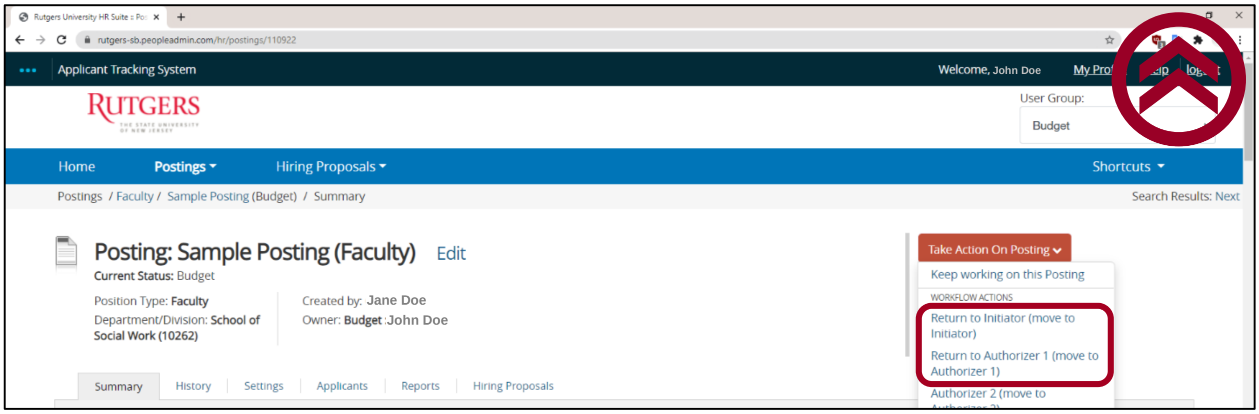
2. Under the **Postings** designation, select **Faculty**.



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

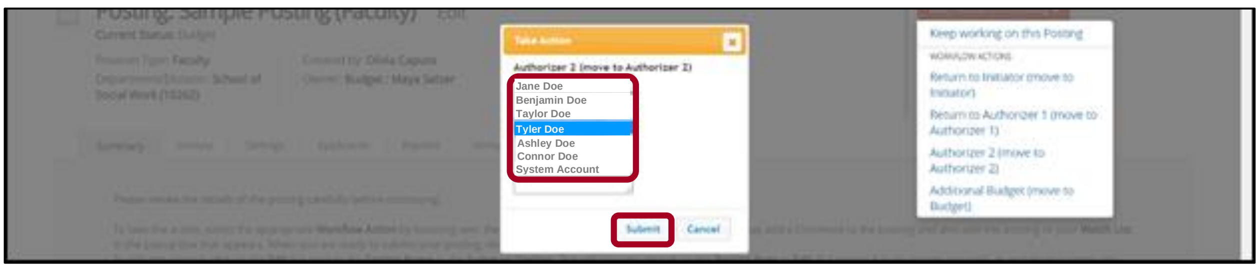


4. Review the entire posting draft on the Summary tab.
    a. If the posting needs to be updated, scroll up and from the **Take Action on Posting** menu select **Return to Initiator** or **Return to Authorizer 1**.



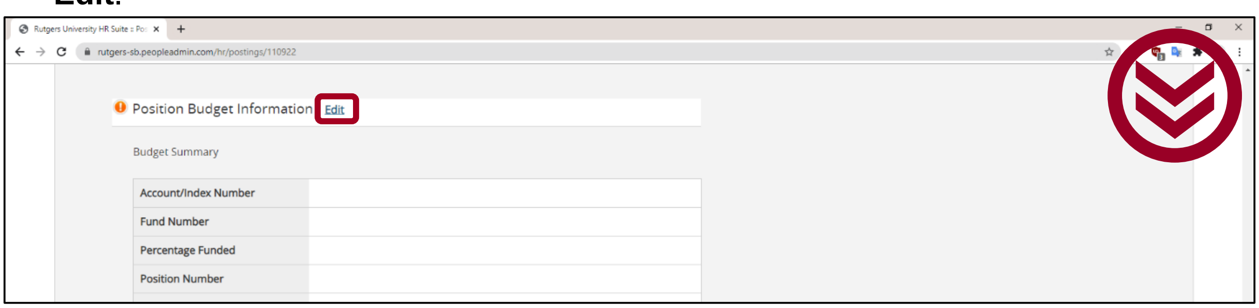
    b. Select the name of the appropriate employee and click **Submit**.

HINT: It is important to select a name instead of **System Account**.



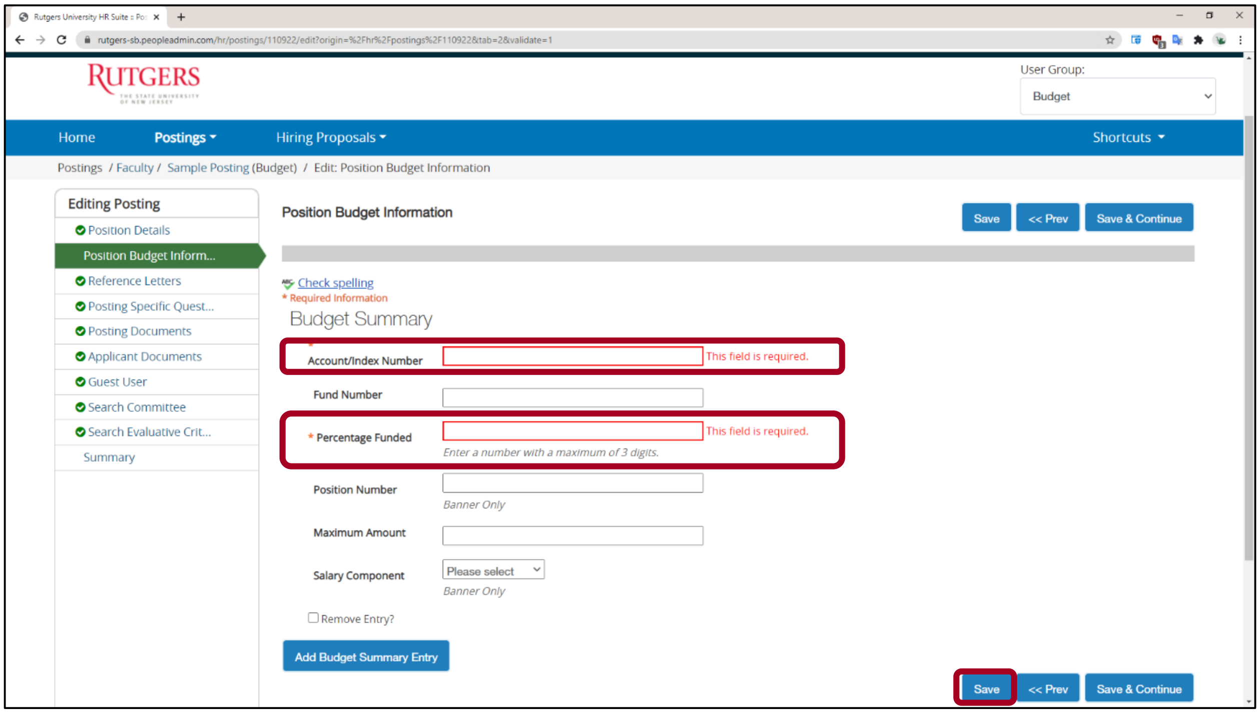
KEY: Any comments submitted at this step will be included in the automatic system email to the selected employee and will be visible in the system.

5. If the posting is accurate, scroll down to the **Position Budget Information** and click **Edit**.



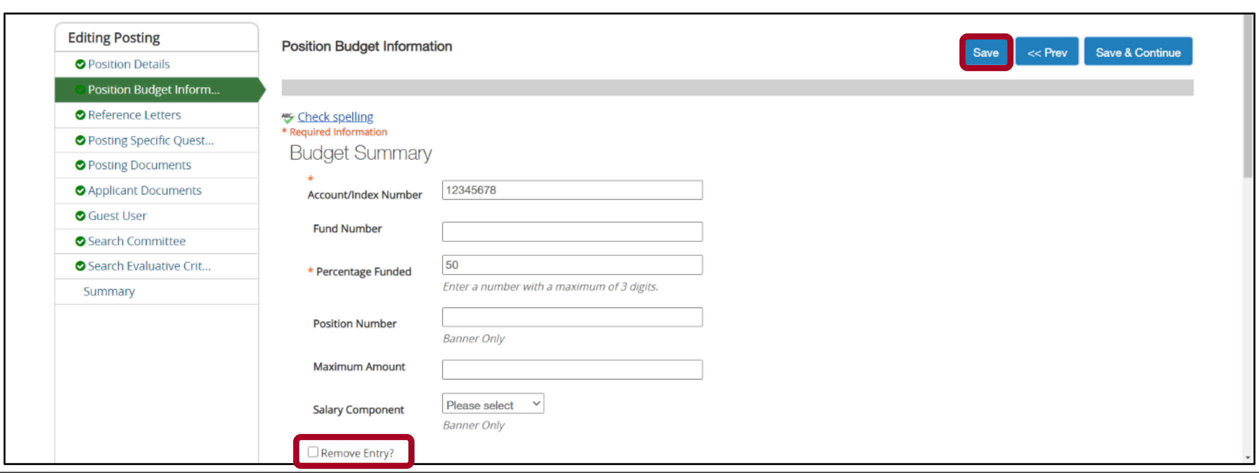
HINT: The orange exclamation point icon indicates that budget information has not yet been entered.

6. Enter required fields and additional items as needed. For the **Percentage Funded** field, the % symbol is not recognized by the system. When complete, click **Save**.



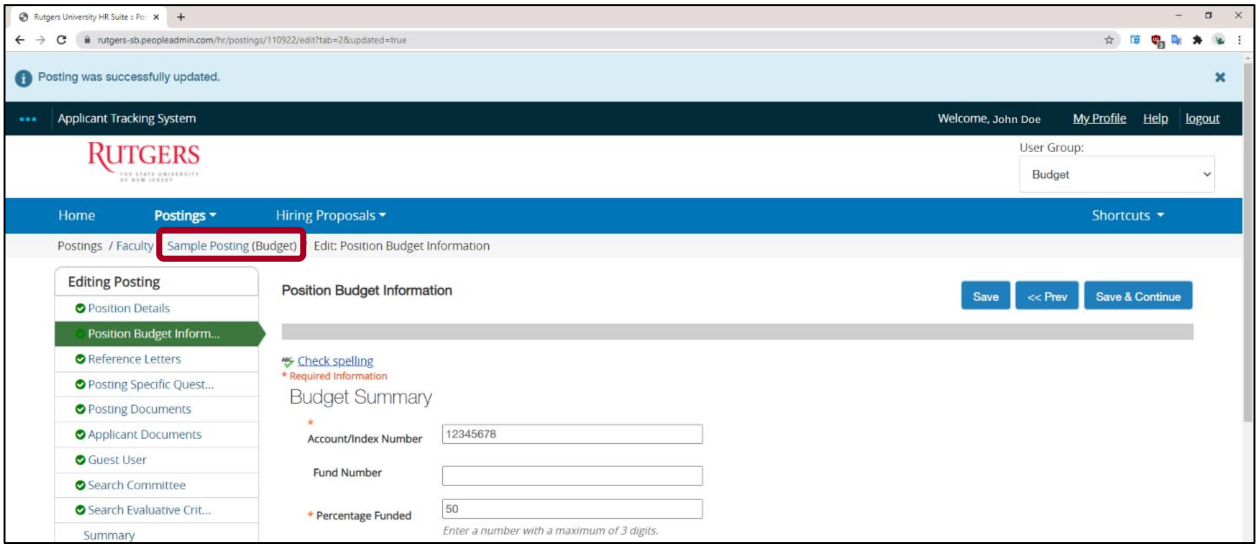
NOTE: To enter funding from multiple sources, click **Add Budget Summary Entry**.

7. If needed, an entry can be removed. Check off the option for **Remove Entry?** and click **Save**. You will not be allowed to proceed if the total **Percentage Funded** exceeds 100%.

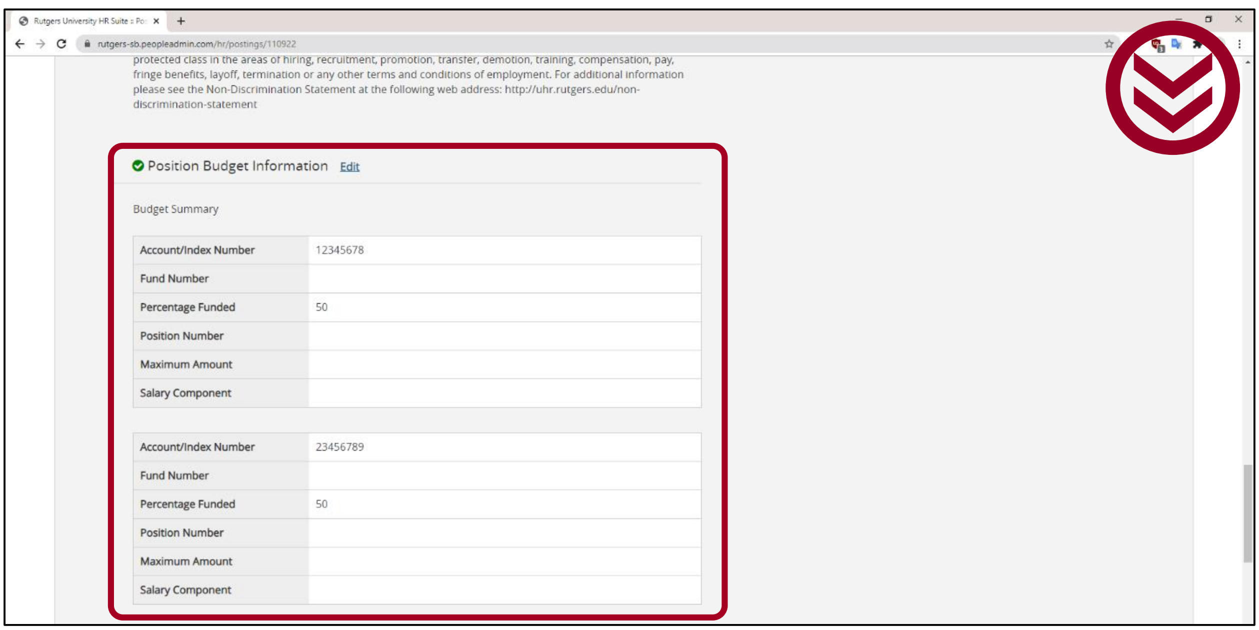


C) Submitting Budget Information for Faculty Postings

1. To go back to the posting summary, click on the name of the posting.

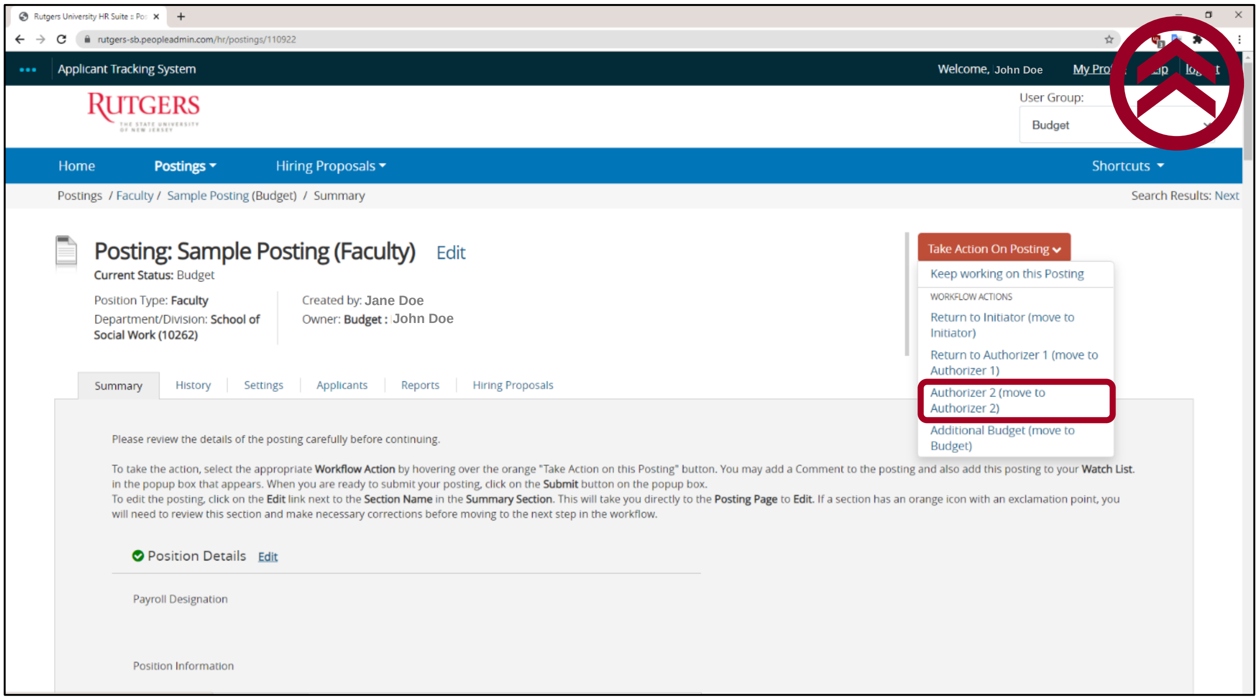


2. Scroll down to the **Position Budget Information** and verify the recorded information is accurate.



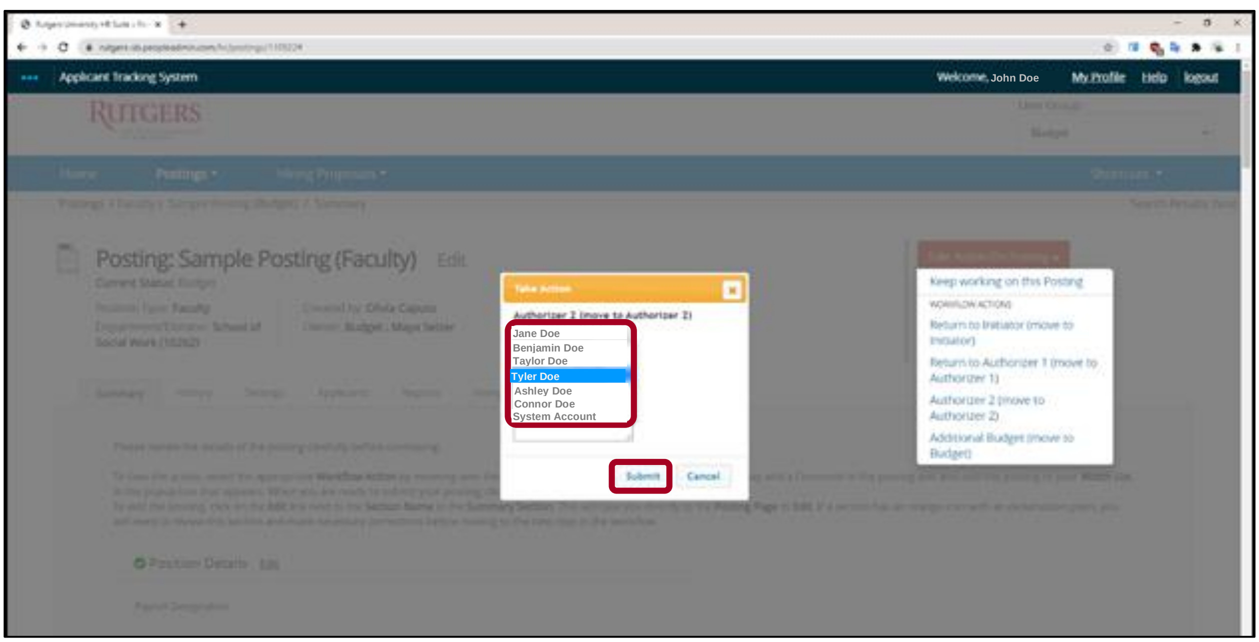
HINT: The green checkmark indicates that budget information has been entered.

3. To submit the budget information, scroll up and from the **Take Action on Posting** menu select **Authorizer 2**.



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

HINT: It is important to select a name instead of **System Account**



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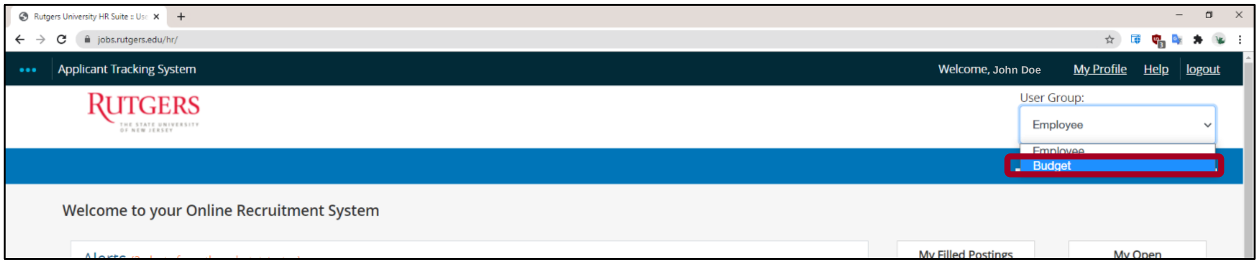
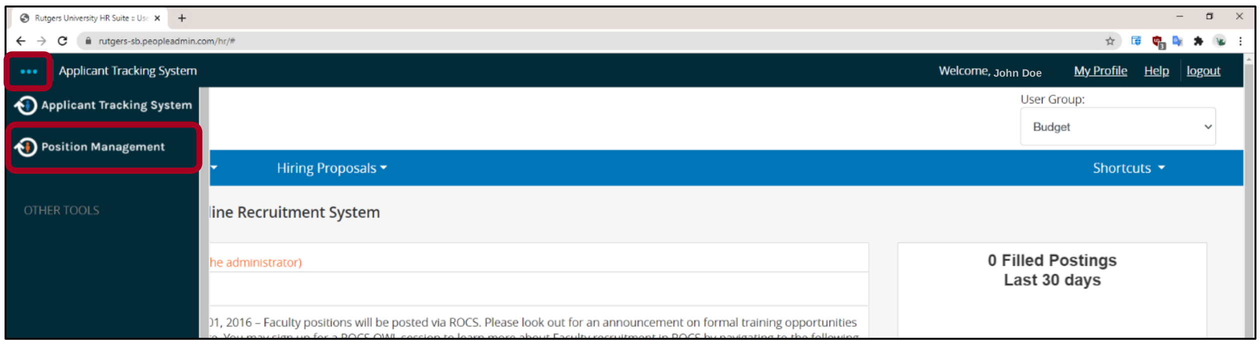
D) Entering Budget Information for Position Requests

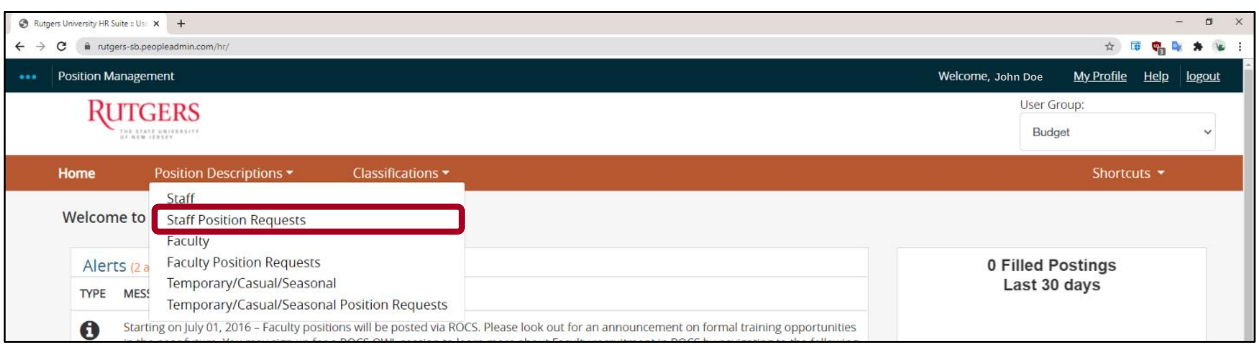
1. In the upper-right corner for the User Group, select **Budget**.



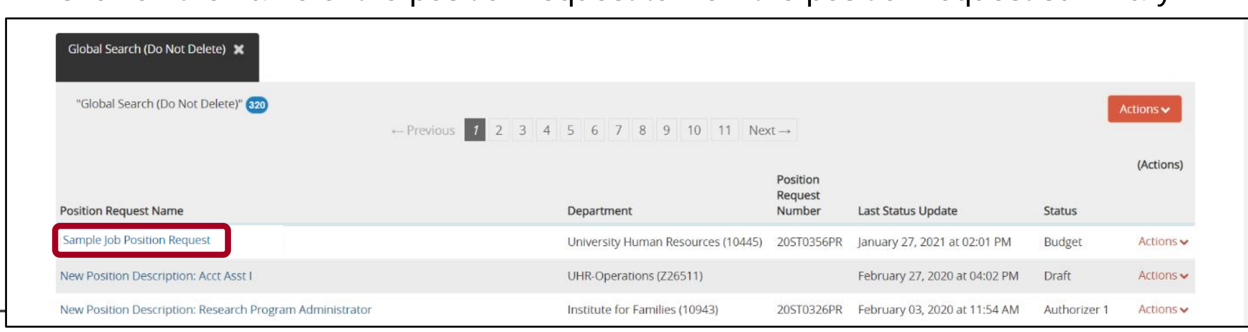
2. Click the  icon and select **Position Management**.



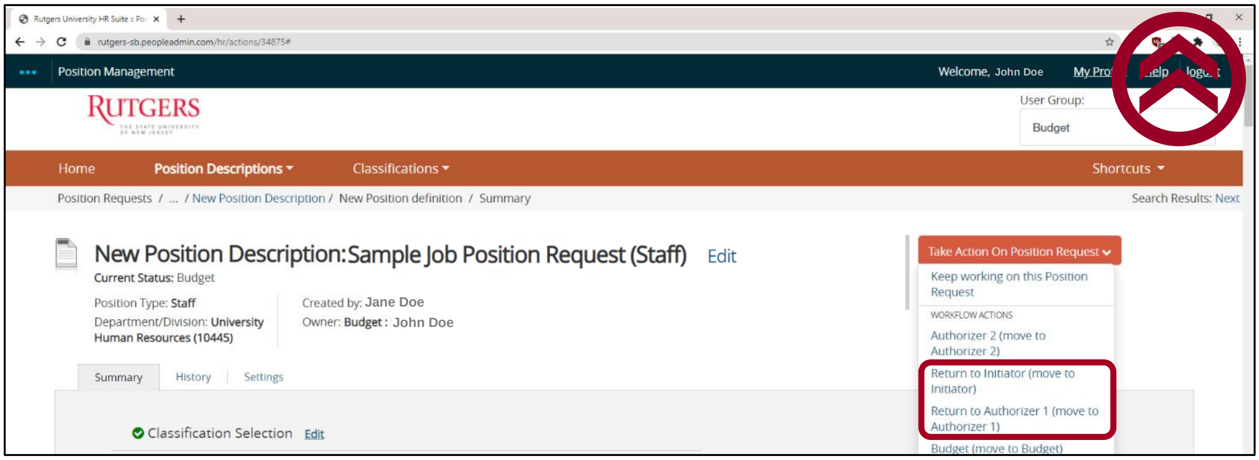
3. For **Position Description,** select the **Staff Position Requests** or **Temporary/Casual/Seasonal Position Requests**.



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

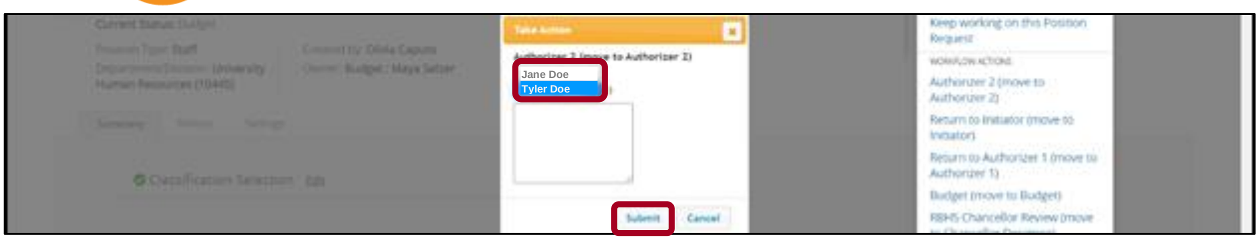


5. Review the entire position request draft on the Summary tab.
    a. If the position request needs to be updated, scroll up and from the **Take Action on Position Request** menu select **Return to Initiator** or **Return to Authorizer 1**.



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

HINT: It is important to select a name instead of **System Account**.

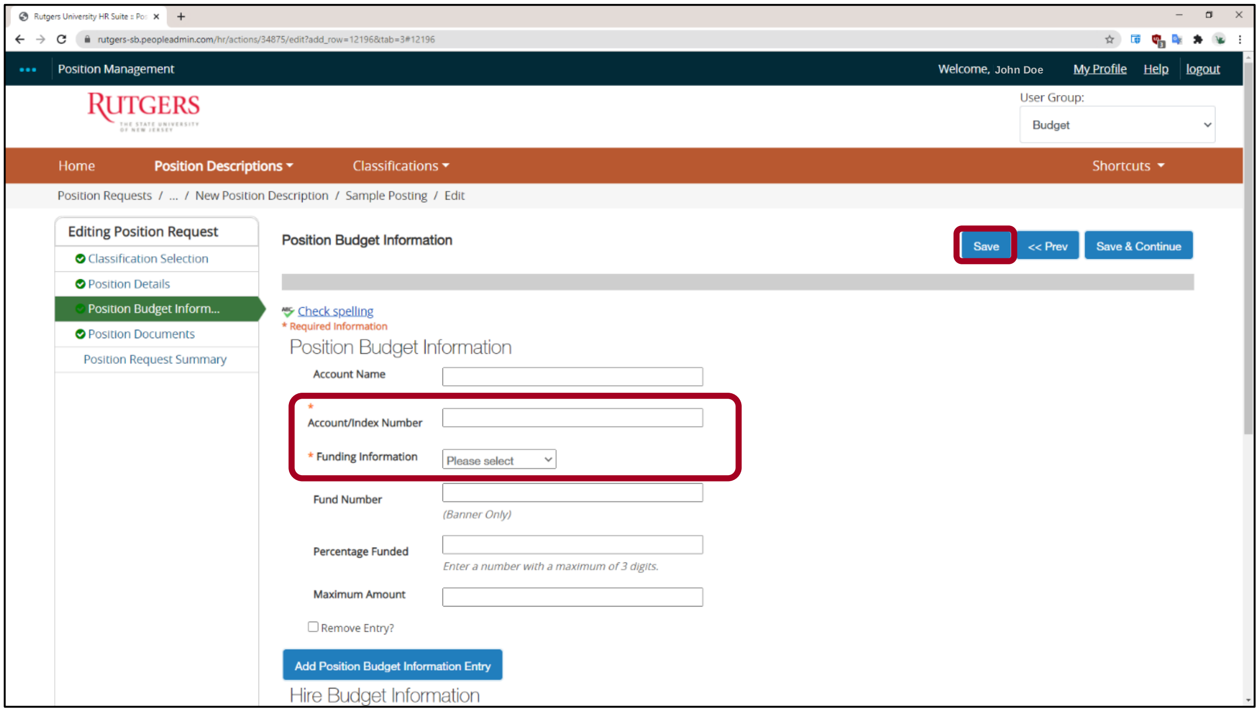


KEY: Any comments submitted at this step will be included in the automatic system email to the selected employee and will be visible in the system.

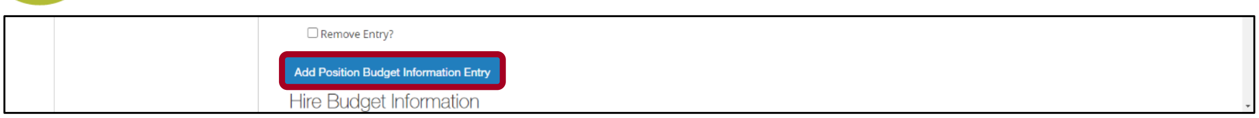
6. If the position request is accurate, scroll down to the **Position Budget Information** and click **Edit**.

HINT: The orange exclamation point icon indicates that budget information has not yet been entered.

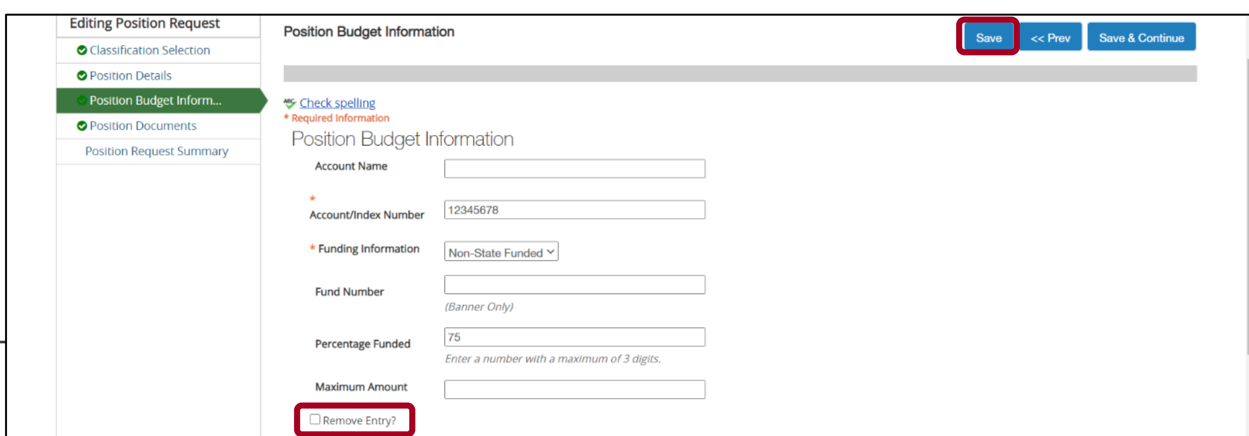
8. Enter required fields and additional items as needed. For the **Percentage Funded** field, the % symbol is not recognized by the system. When complete, click **Save**.



NOTE: To enter funding from multiple sources, click **Add Position Budget Information Entry**.

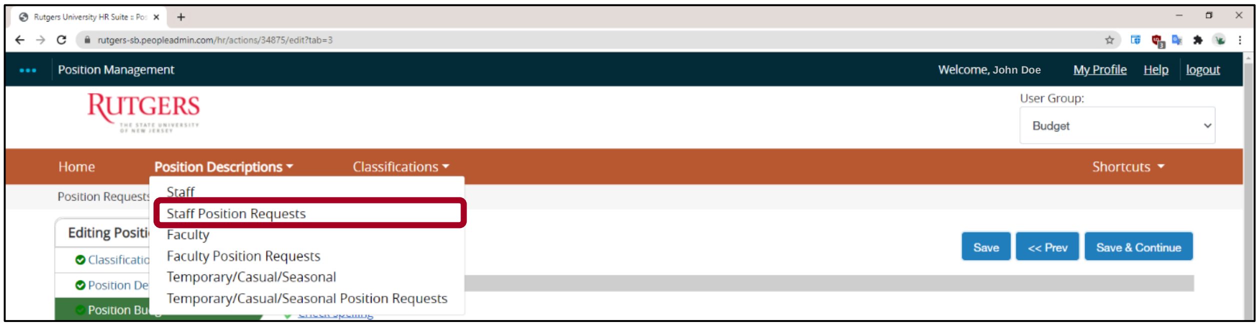


9. If needed, an entry can be removed. Check off the option for **Remove Entry?** and click **Save**. You will not be allowed to proceed if the total **Percentage Funded** exceeds 100%.

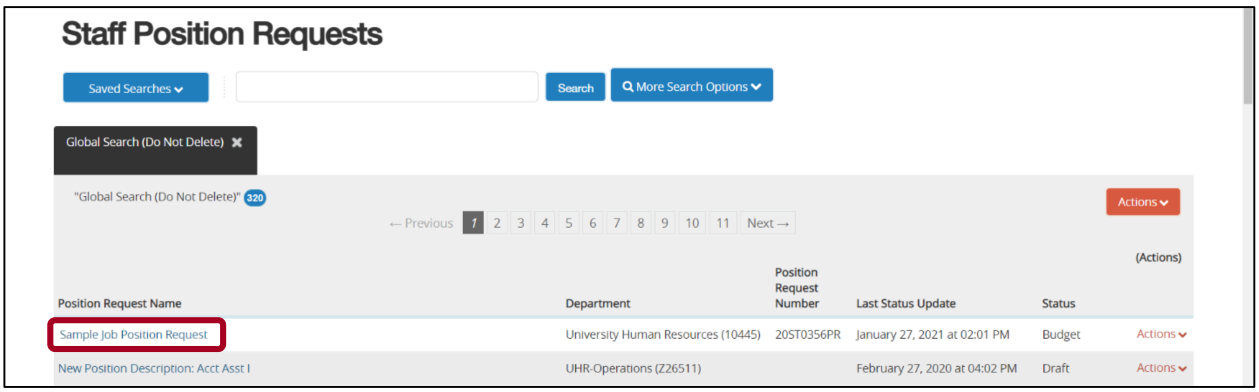


E) Submitting Budget Information for Position Requests

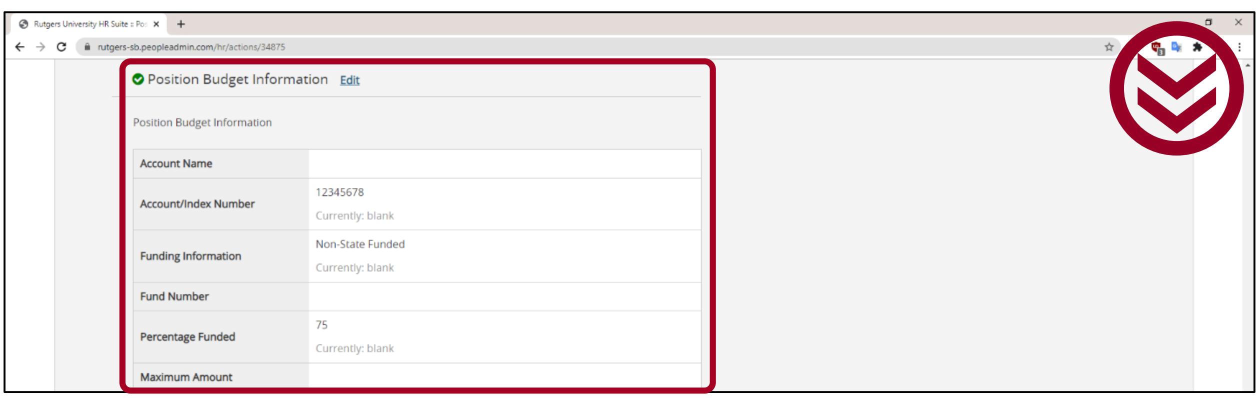
1. To go back to the position request summary, for Position Descriptions, select **Staff Position Requests** or **Temporary/Casual/Seasonal Position Requests**.



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

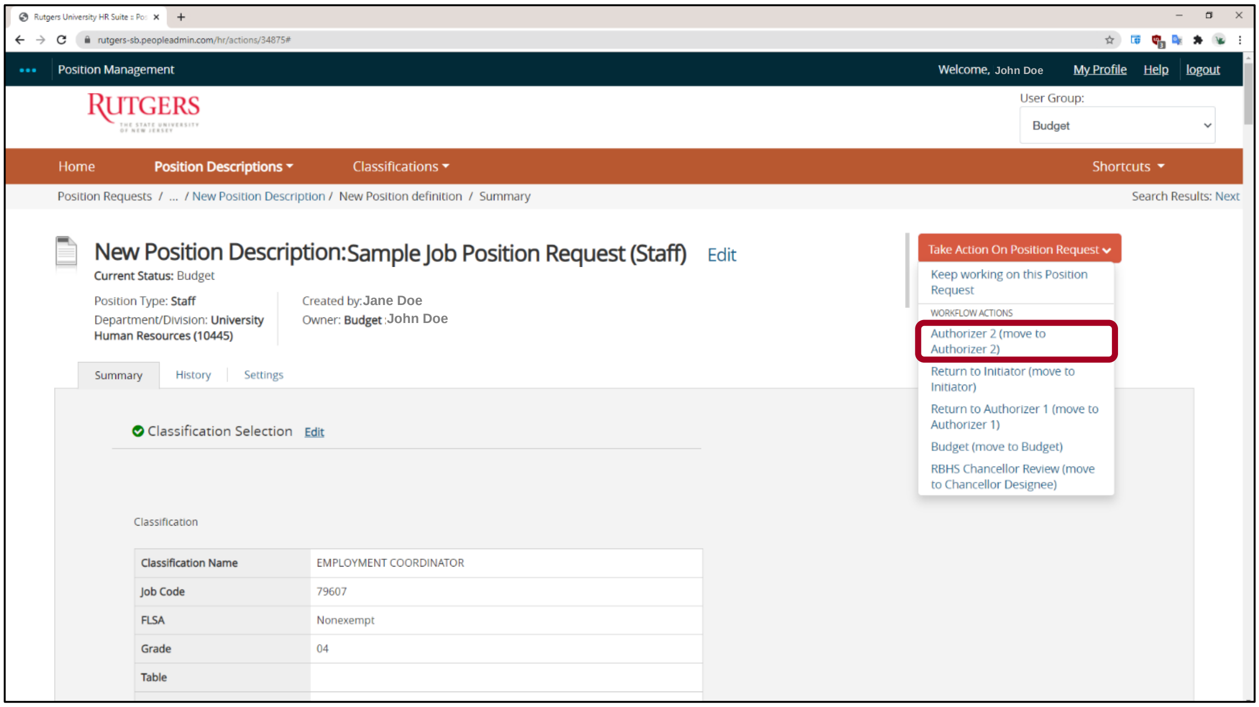


3. Scroll down to the **Position Budget Information** and verify the recorded information is accurate.



HINT: The green checkmark indicates that all required budget information has been entered.

4. To submit the budget information, scroll up and from the **Take Action on Position Requet** menu select **Authorizer 2**.



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

HINT: It is important to select a name instead of **System Account**.