

## 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.

NetID Login

NetID:

Password:

Ensure proper security — keep your password a secret

☐ I am at a public workstation, disable single sign-on

Log In

Forgot your NetID or password?  
First-time users, activate your NetID.  
Need more help?

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!



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](mailto:ROCS@hr.rutgers.edu) to request guest user access.

Rutgers University

[Click Here To Log In With Your Network ID](#)

Username

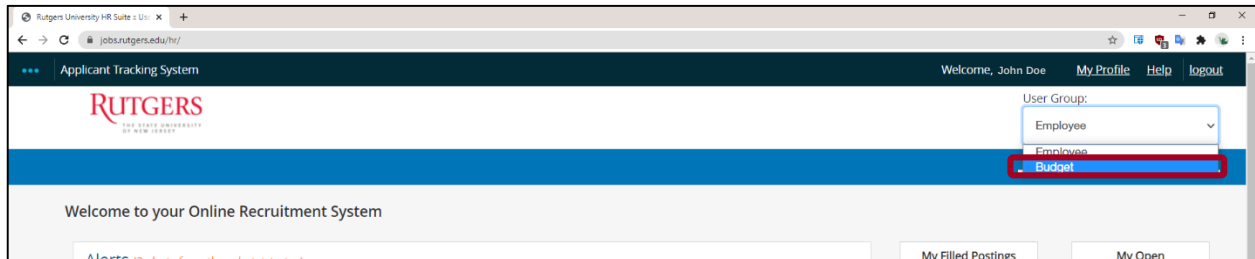
Password

Log In

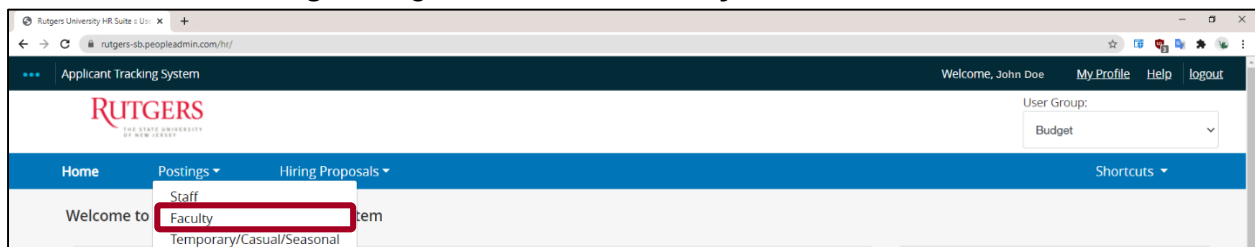
*Authenticate with single sign-on?SSO Authentication*

## B) Entering Budget Information for Faculty Postings

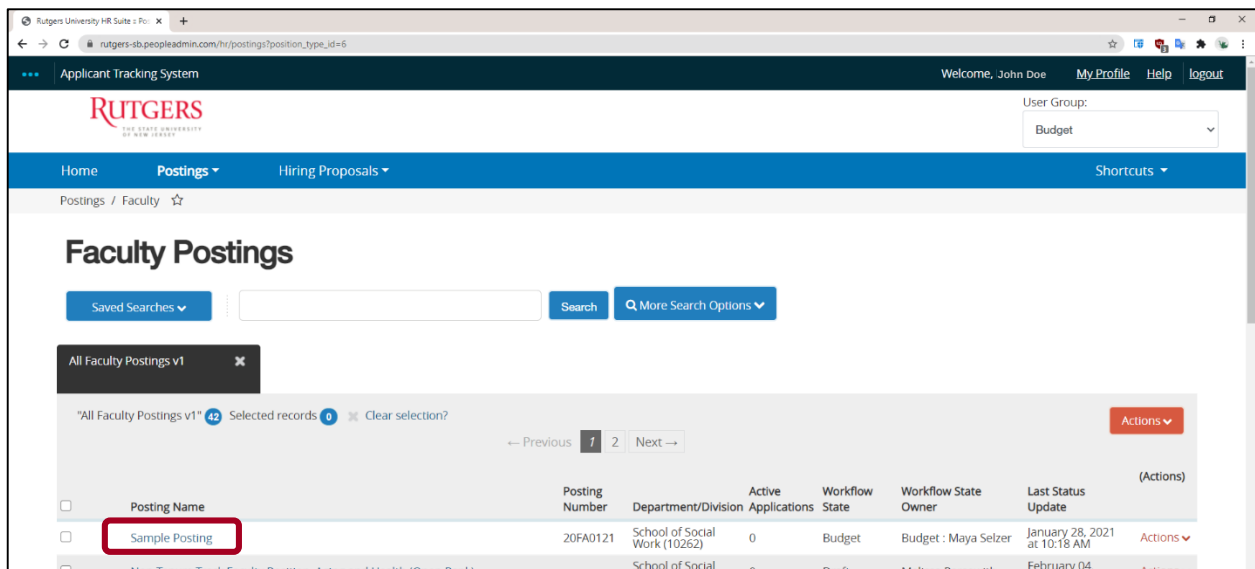
1. In the upper-right corner for the **User Group**, select **Budget**.



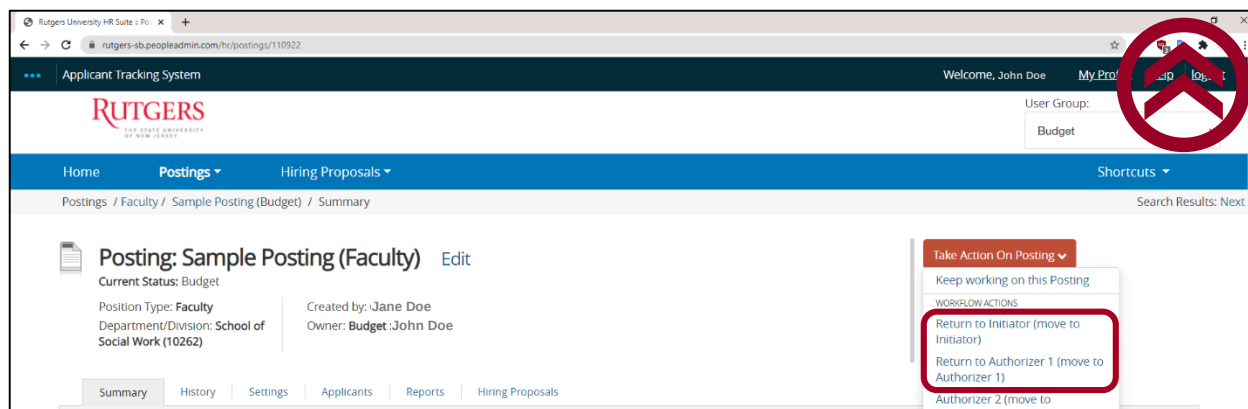
2. Under the **Postings** designation, select **Faculty**.



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



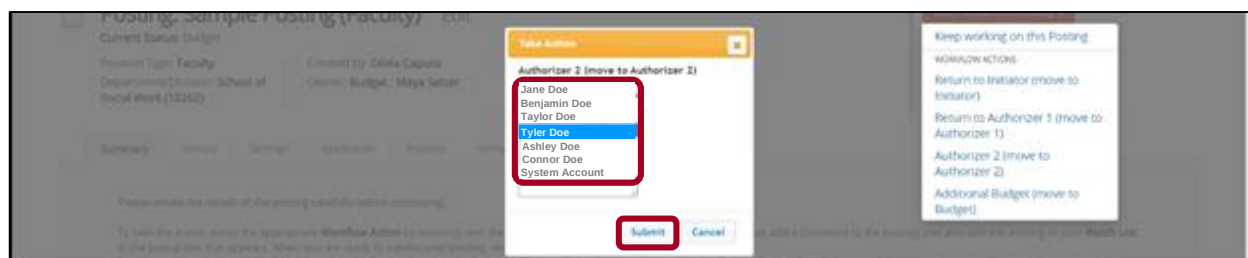
4. Review the entire posting draft on the Summary tab.
  - a. If the posting needs to be updated, scroll up and from the **Take Action on Posting** menu select **Return to Initiator** or **Return to Authorizer 1**.



- 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.

Posting was successfully updated.

Applicant Tracking System

Welcome, John Doe My Profile Help Logout

User Group: Budget

Home Postings Hiring Proposals Shortcuts

Postings / Faculty Sample Posting (Budget) Edit: Position Budget Information

Editing Posting

- Position Details
- Position Budget Inform...
- Reference Letters
- Posting Specific Quest...
- Posting Documents
- Applicant Documents
- Guest User
- Search Committee
- Search Evaluative Crit...

Position Budget Information

Save << Prev Save & Continue

Check spelling

\* Required Information

Budget Summary

Account/Index Number 12345678

Fund Number

\* Percentage Funded 50

Enter a number with a maximum of 3 digits.

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

protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information please see the Non-Discrimination Statement at the following web address: <http://uhr.rutgers.edu/non-discrimination-statement>

Position Budget Information Edit

Budget Summary

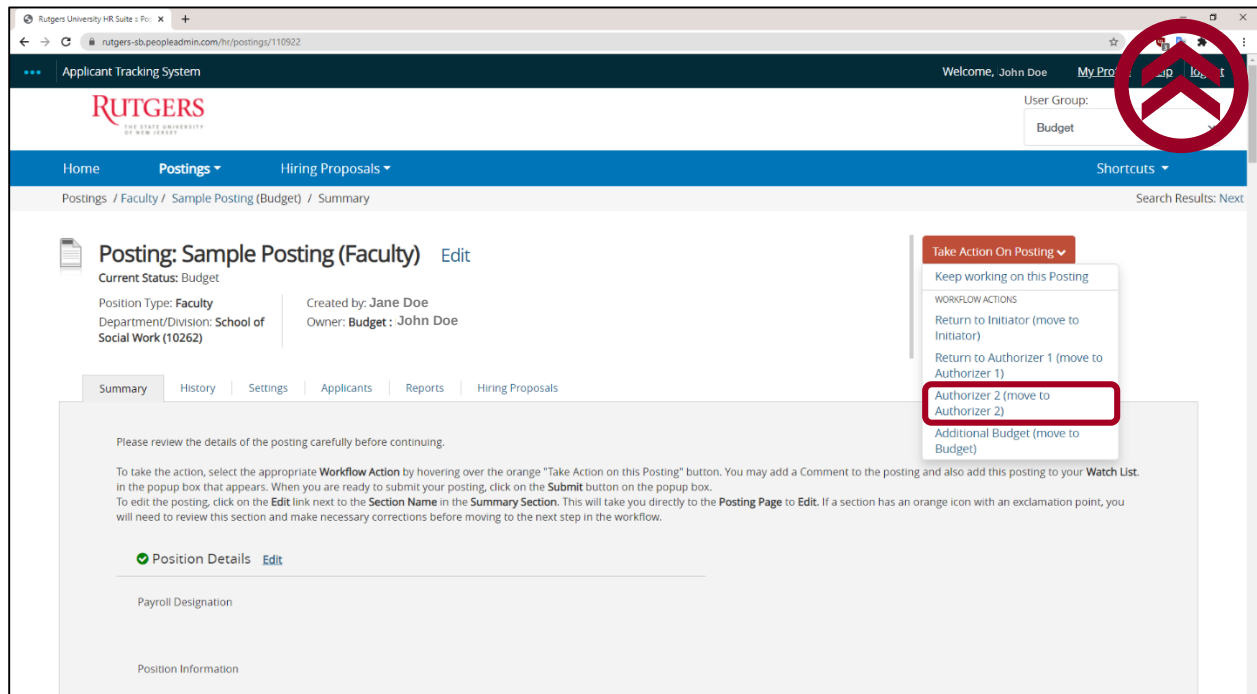
|                      |          |
|----------------------|----------|
| Account/Index Number | 12345678 |
| Fund Number          |          |
| Percentage Funded    | 50       |
| Position Number      |          |
| Maximum Amount       |          |
| Salary Component     |          |

|                      |          |
|----------------------|----------|
| Account/Index Number | 23456789 |
| Fund Number          |          |
| Percentage Funded    | 50       |
| Position Number      |          |
| Maximum Amount       |          |
| Salary Component     |          |



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

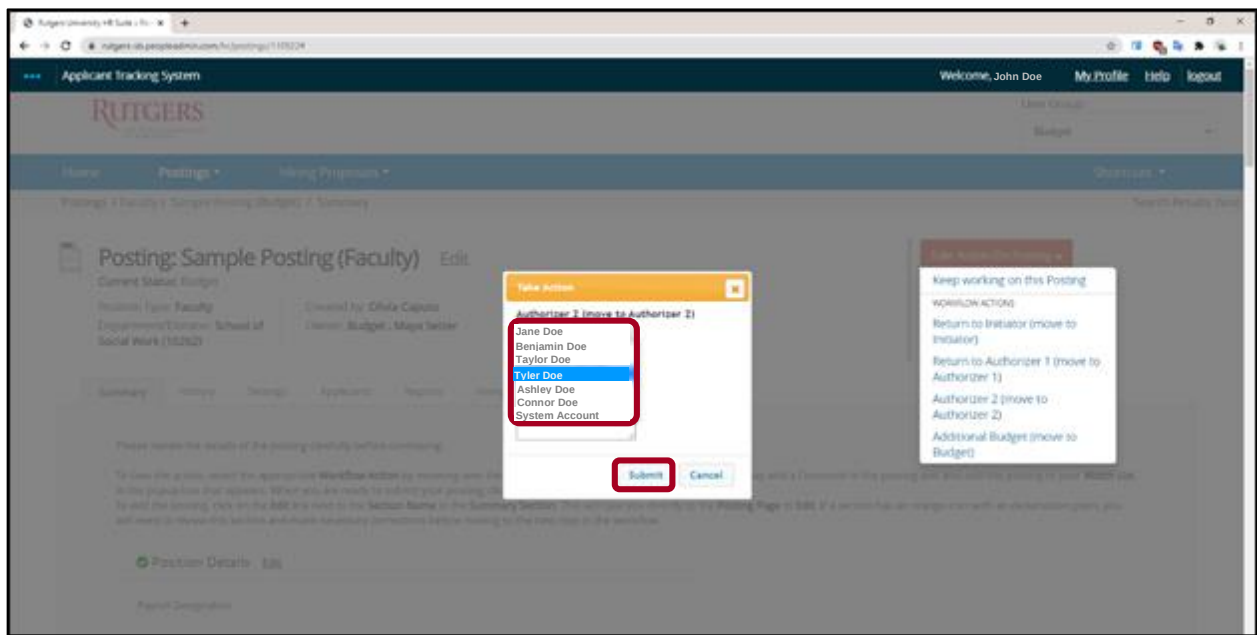
3. To submit the budget information, scroll up and from the **Take Action on Posting** menu select **Authorizer 2**.



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

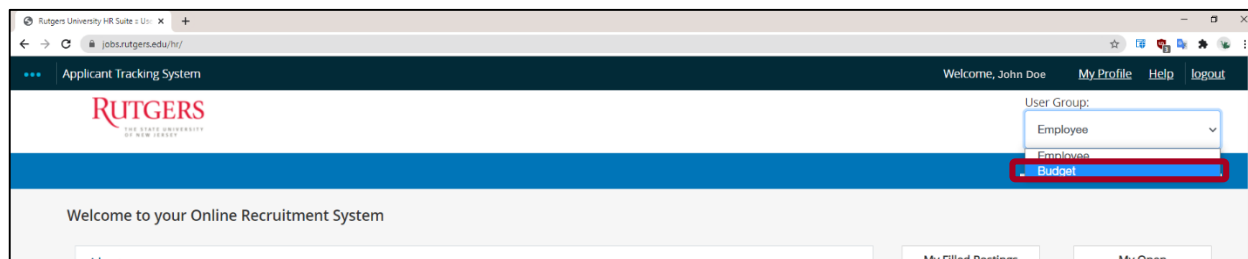


**HINT:** It is important to select a name instead of **System Account**

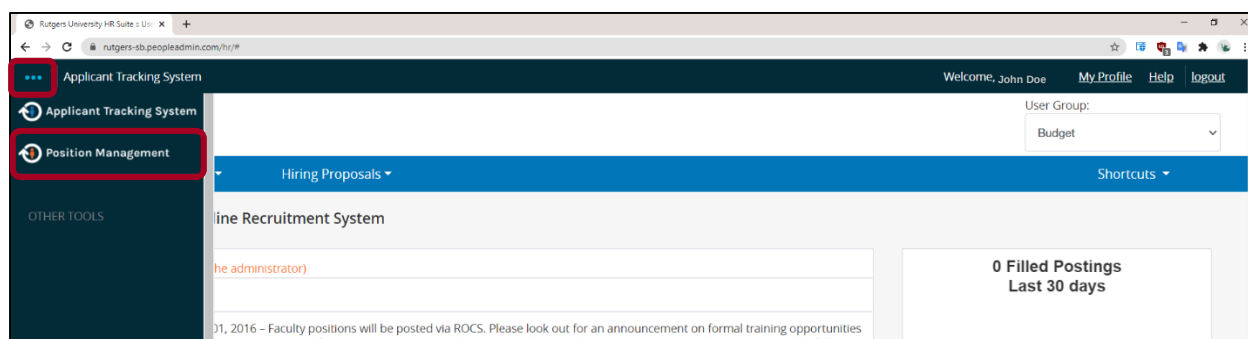


## D) Entering Budget Information for Position Requests

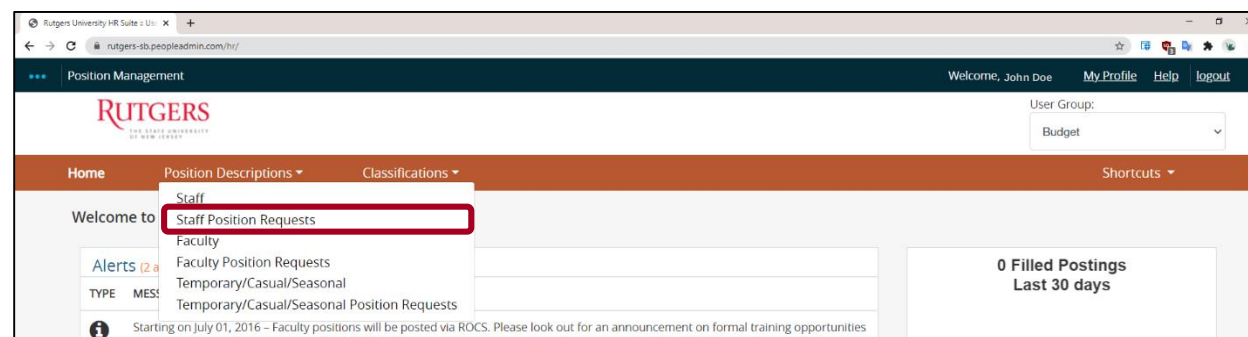
1. In the upper-right corner for the User Group, select **Budget**.



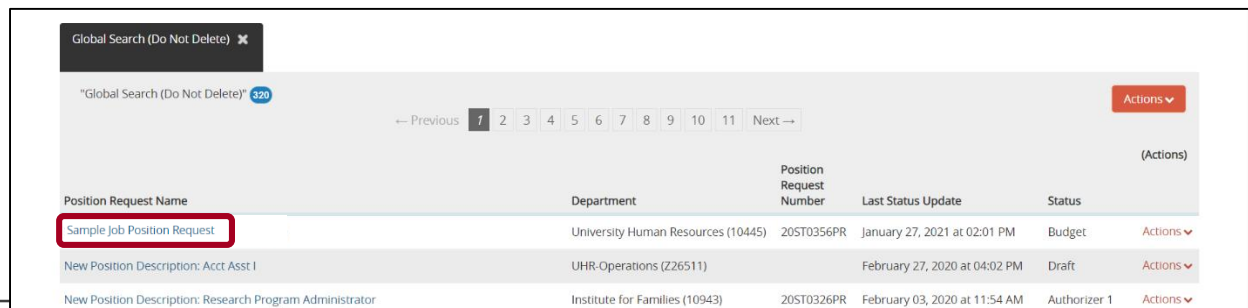
2. Click the **...** icon and select **Position Management**.



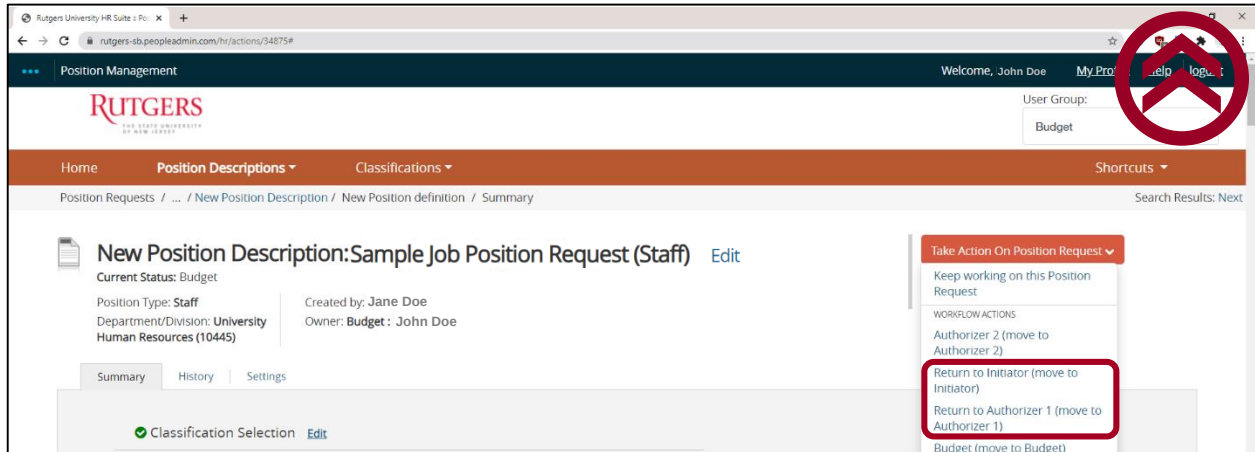
3. For **Position Description**, select the **Staff Position Requests** or **Temporary/Casual/Seasonal Position Requests**.



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



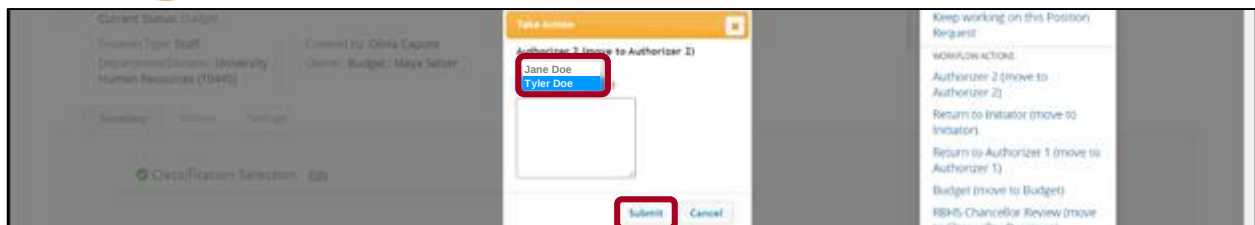
5. Review the entire position request draft on the Summary tab.
  - a. If the position request needs to be updated, scroll up and from the **Take Action on Position Request** menu select **Return to Initiator** or **Return to Authorizer 1**.



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

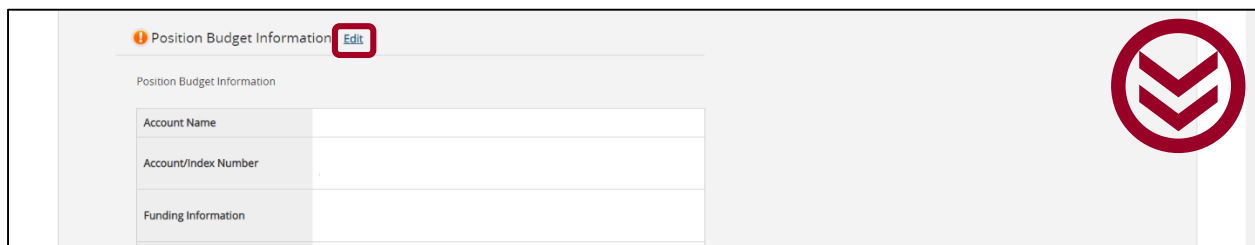


HINT: It is important to select a name instead of **System Account**.




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**.

Position Budget Information

Account Name

Account/Index Number

Funding Information: Please select

Fund Number

Percentage Funded

Maximum Amount

☐ Remove Entry?

Add Position Budget Information Entry



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

☐ Remove Entry?

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%.

Position Budget Information

Account Name

Account/Index Number: 12345678

Funding Information: Non-State Funded

Fund Number

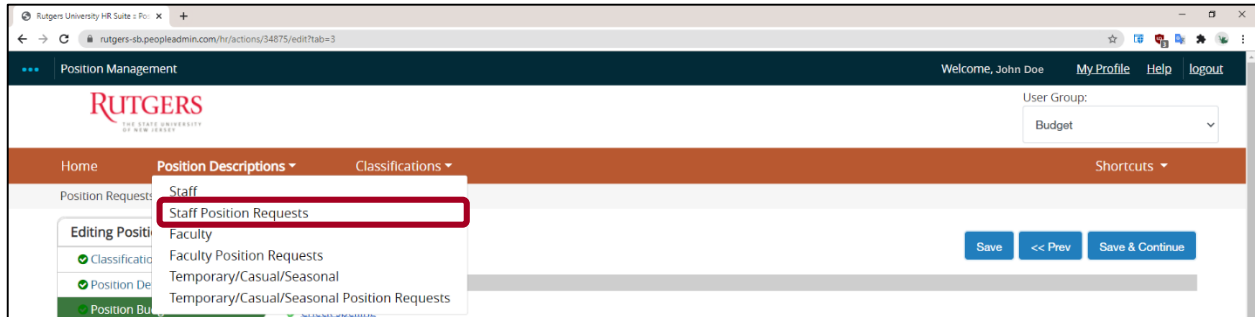
Percentage Funded: 75

Maximum Amount

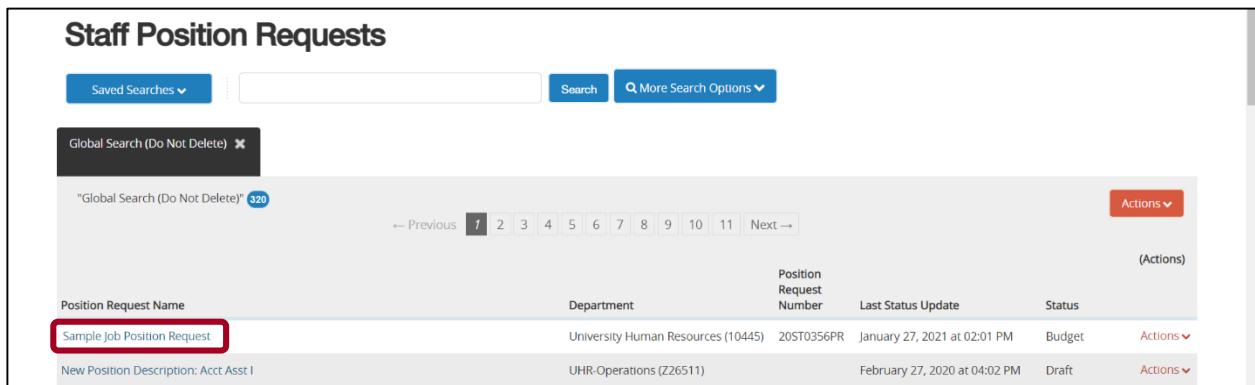
☐ Remove Entry?

## E) Submitting Budget Information for Position Requests

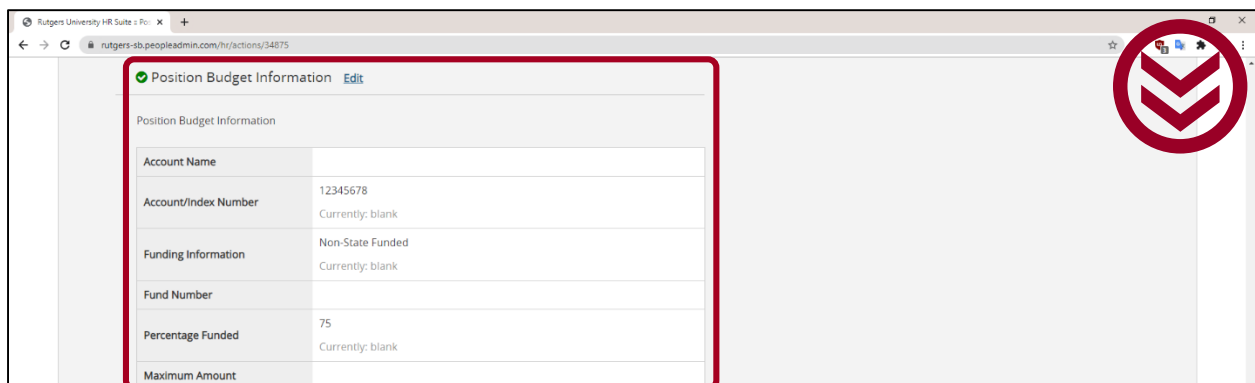
1. To go back to the position request summary, for Position Descriptions, select **Staff Position Requests** or **Temporary/Casual/Seasonal Position Requests**.



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

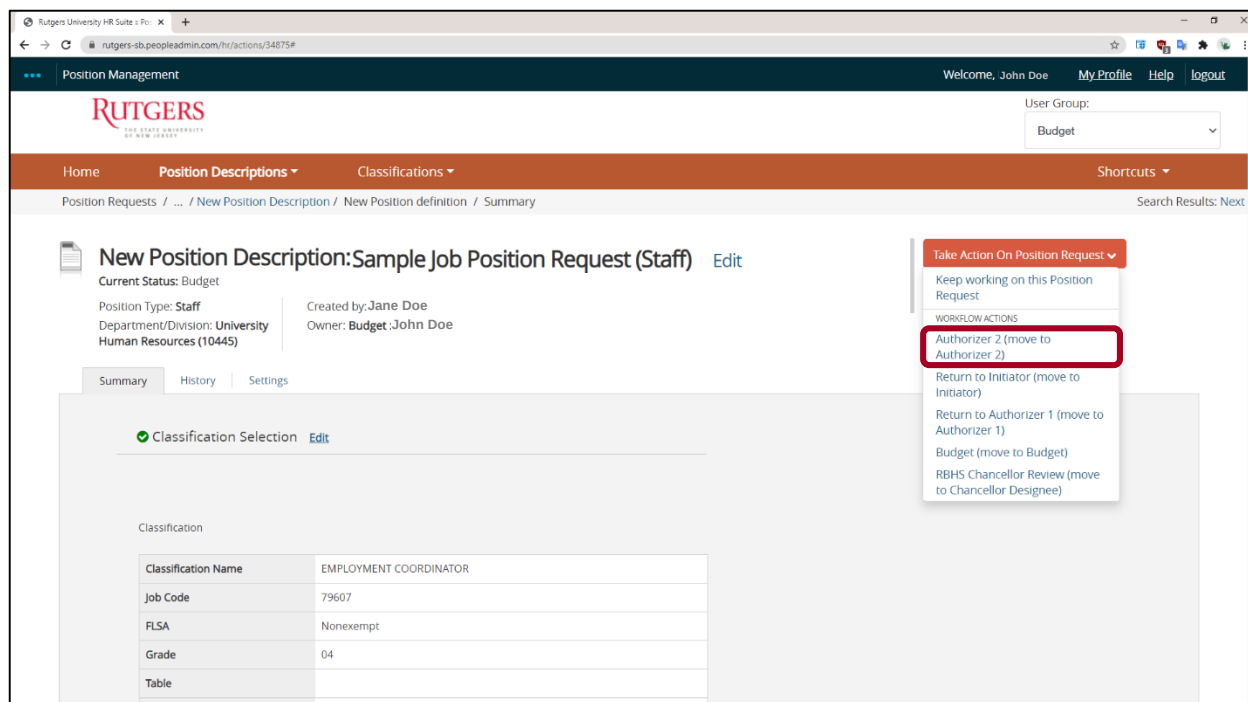


3. Scroll down to the **Position Budget Information** and verify the recorded information is accurate.



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

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



The screenshot shows the Rutgers HR Suite interface. The main heading is 'New Position Description: Sample Job Position Request (Staff)'. Below this, there are tabs for 'Summary', 'History', and 'Settings'. The 'Summary' tab is active, showing a 'Classification Selection' section with a table of classification details.

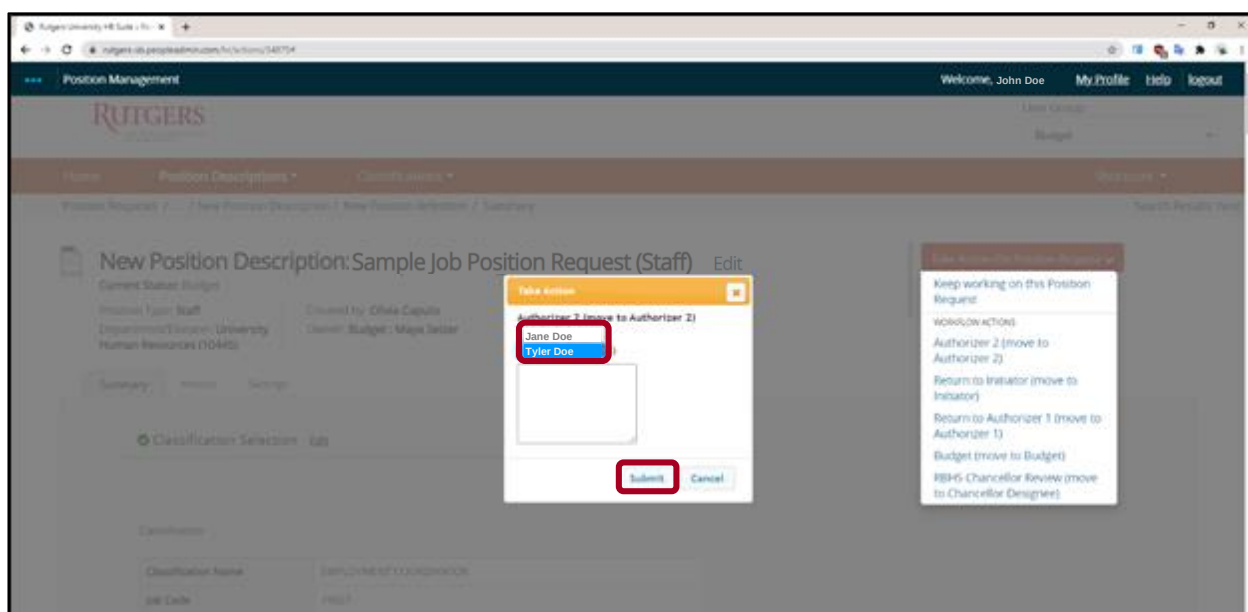
| Classification Name | EMPLOYMENT COORDINATOR |
|---------------------|------------------------|
| Job Code            | 79607                  |
| FLSA                | Nonexempt              |
| Grade               | 04                     |
| Table               |                        |

On the right side, the 'Take Action on Position Request' dropdown menu is open, showing options like 'Keep working on this Position Request', 'Workflow Actions', and 'Authorizer 2 (move to Authorizer 2)', which is highlighted with a red box.

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



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



The screenshot shows the Rutgers HR Suite interface. The main heading is 'New Position Description: Sample Job Position Request (Staff)'. Below this, there are tabs for 'Summary', 'History', and 'Settings'. The 'Summary' tab is active, showing a 'Classification Selection' section with a table of classification details.

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|---------------------|------------------------|
| Job Code            | 79607                  |
| FLSA                | Nonexempt              |
| Grade               | 04                     |
| Table               |                        |

On the right side, the 'Take Action on Position Request' dropdown menu is open, showing options like 'Keep working on this Position Request', 'Workflow Actions', and 'Authorizer 2 (move to Authorizer 2)', which is highlighted with a red box.

In the center, a 'Take Action' dialog box is open, showing a list of users: 'Jane Doe' and 'Tyler Doe'. The 'Submit' button is highlighted with a red box.