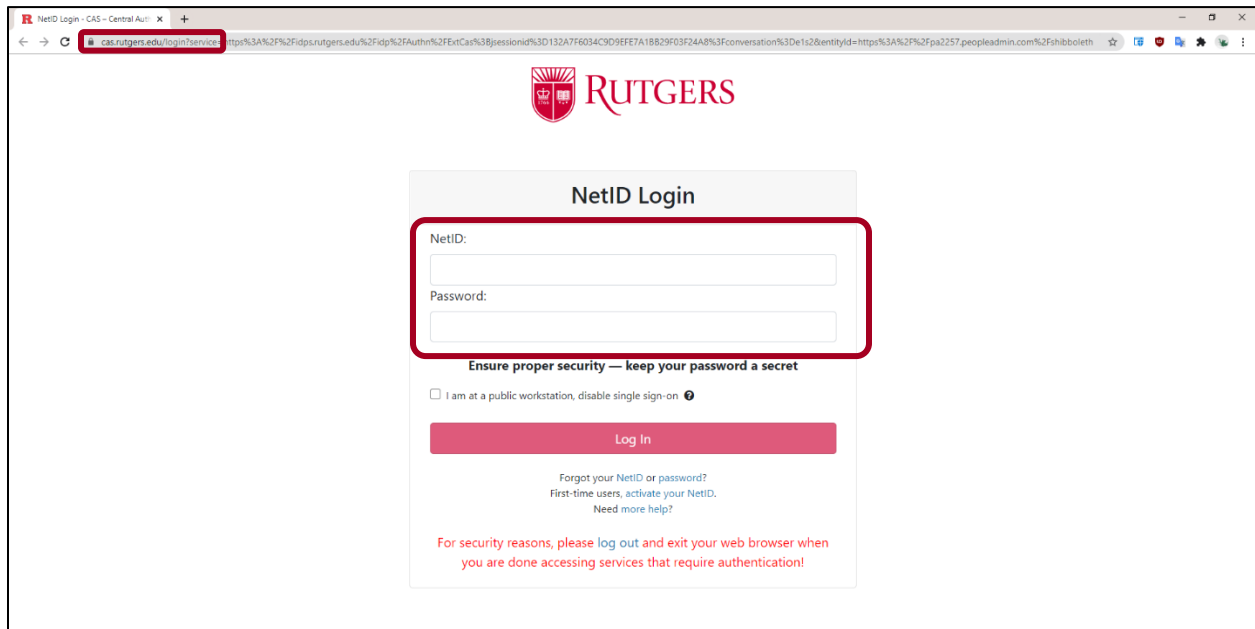


A) Logging in to the ROCS System

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

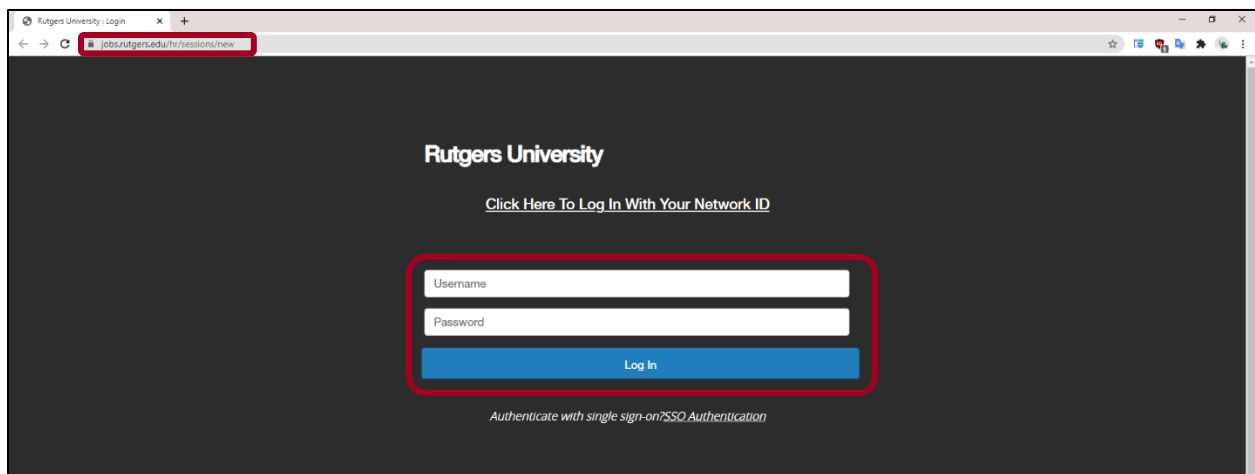


NOTE: Ensure your Wi-Fi connection is secure.



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) Understanding Staff Position Initiation

The **Initiator** begins the job posting process by:

- Initiating the job position request
 - Selecting **Applicant Reviewer(s)**
 - Selecting **Search Committee Member(s)**
- Advancing the position request to **Authorizer 1**



NOTE: In some scenarios, the **Initiator** and **Authorizer 1** are the same person. In this situation, the **Initiator/Authorizer 1** will send the position request to **Authorizer 2**.

There are two ways to initiate a staff position request:

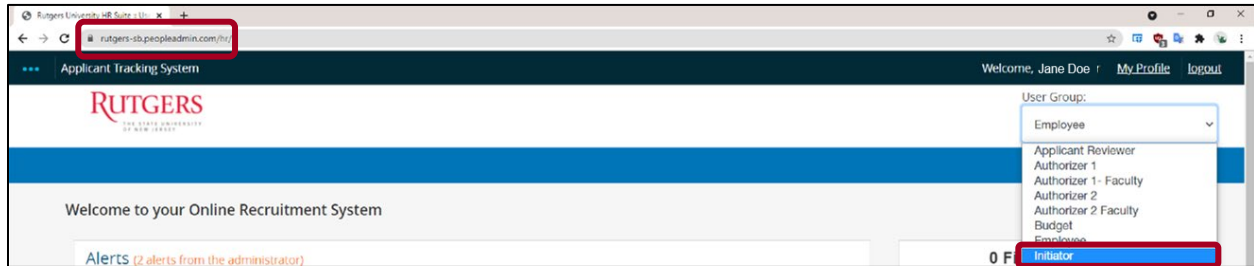
1. Initiate a new posting
2. Initiate a posting by cloning an existing posting

When initiating a new position request, all information must be entered by the **Initiator**.

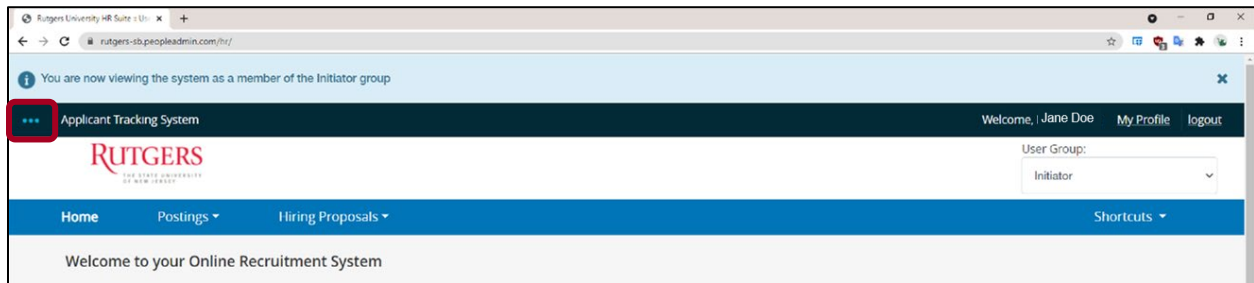
When cloning a position request, most of the necessary information is already present; however, the **Initiator** needs to review and edit the information as needed.

C) Initiating a New Staff Position Request

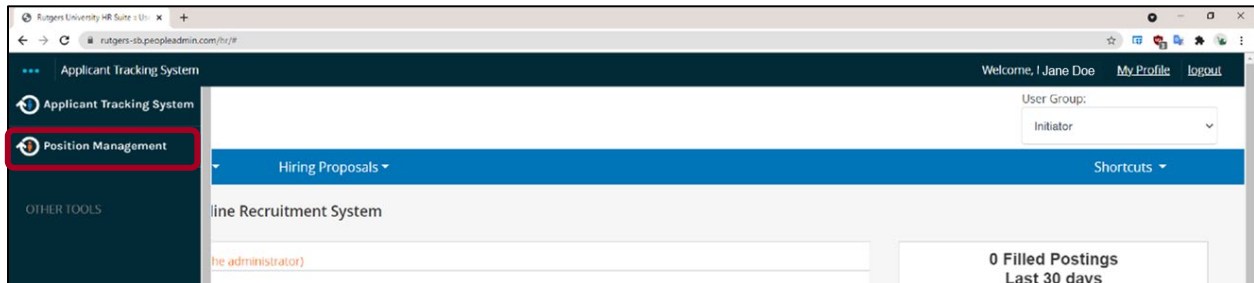
1. In the upper-right corner, select **Initiator** for the **User Group**.



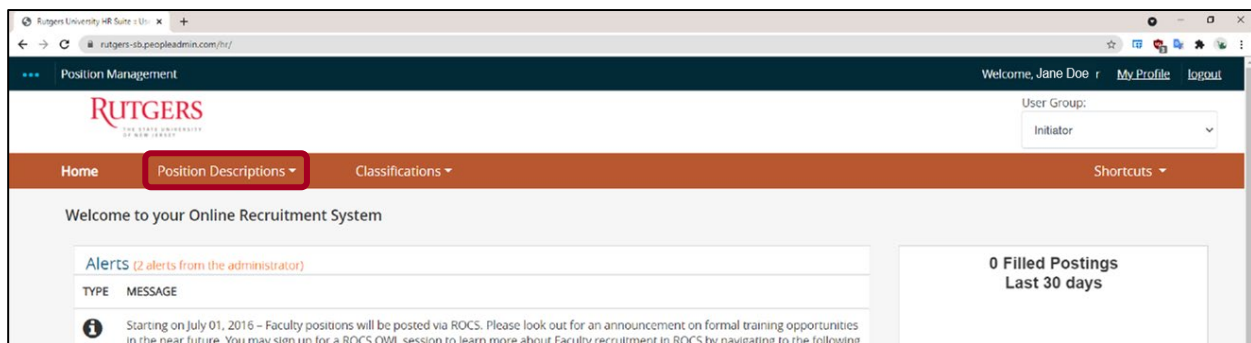
2. In the upper-left corner, click the icon .



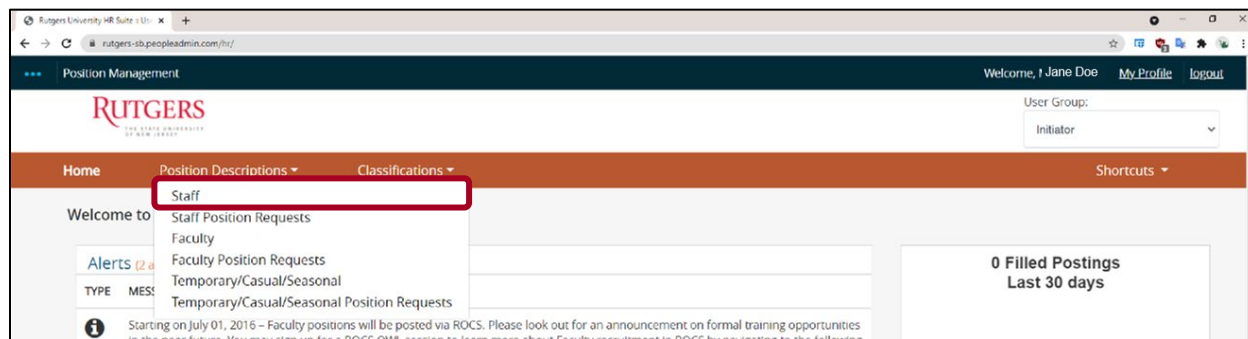
3. Click **Position Management**.



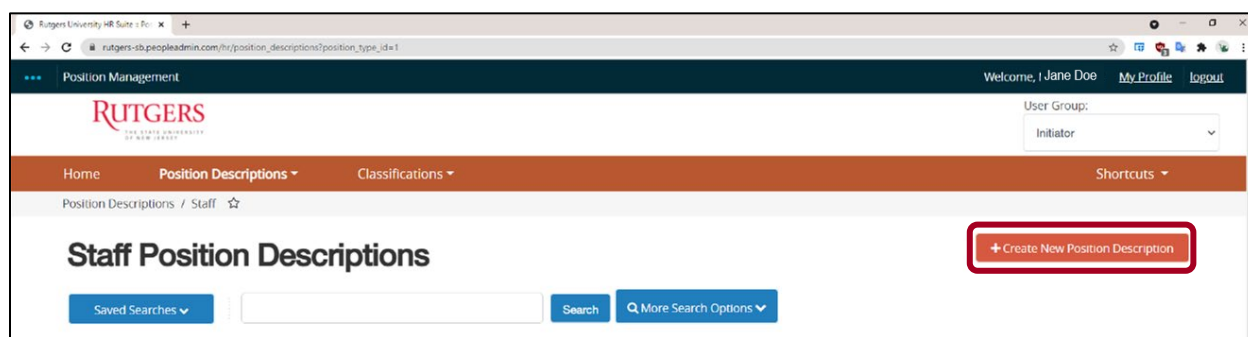
4. Open the **Position Descriptions** menu.



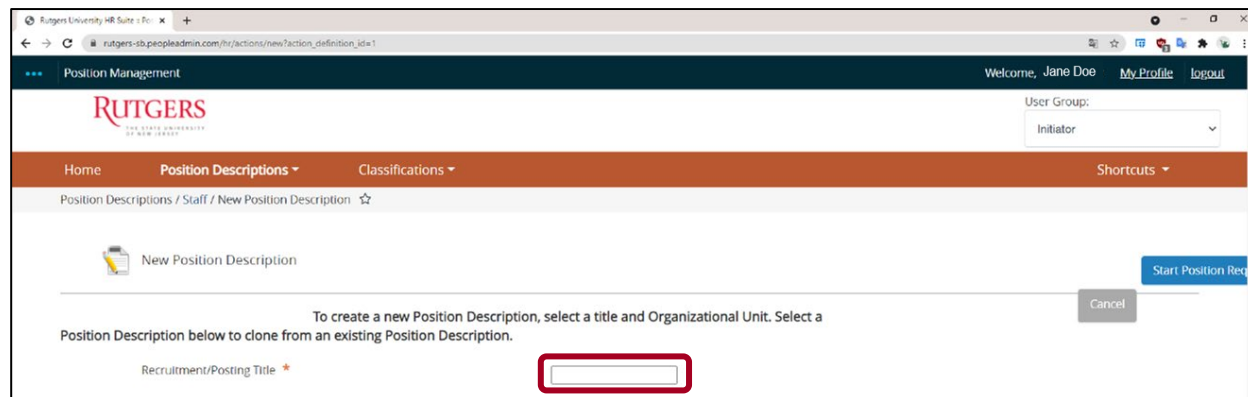
5. Select **Staff**.



6. Click **Create New Position Description**.



7. Enter a **Recruitment/Posting Title**.



8. Open the **School** menu and select the appropriate choice.

The screenshot shows the 'New Position Description' form in the Rutgers HR Suite. The form includes fields for 'Recruitment/Posting Title', 'Organizational Unit', and 'School'. The 'School' dropdown menu is highlighted with a red box, showing a list of schools to select from.

Position Management

Welcome, Jane Doe [My Profile](#) [Logout](#)

User Group: Initiator

Home Position Descriptions Classifications Shortcuts

Position Descriptions / Staff / New Position Description

New Position Description

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Recruitment/Posting Title *

Organizational Unit

School * Select a School

Start Position Request

Cancel

The screenshot shows the 'New Position Description' form in the Rutgers HR Suite. The 'School' dropdown menu is open, showing a list of schools to select from. The 'Select a School' option is highlighted with a red box.

Position Management

Welcome, Jane Doe [My Profile](#) [Logout](#)

User Group: Initiator

Home Position Descriptions Classifications Shortcuts

Position Descriptions / Staff / New Position Description

New Position Description

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Recruitment/Posting Title *

Organizational Unit

School * Select a School

Start Position Request

Cancel

Select a School

- Acad Affairs-Arts & Humanities-L2 (10653-L2)
- Academic Affairs - Nwk-L2 (10024-L2)
- Academic Support Services-L2 (10180-L2)
- Administrative Services - Cmd-L2 (10087-L2)
- Administrative Services - Nwk-L2 (10028-L2)
- Audit and Advisory Services-L2 (10454-L2)
- Biotech Ctr Agr & Environ-L2 (10207-L2)
- BSPPP - Dean's Office-L2 (10244-L2)
- Budget & Administration-L2 (10738-L2)
- Budget and Campus Development-L2 (10015-L2)
- CABM-L2 (10214-L2)
- Camden Chancellor's Office-L2 (10086-L2)
- Camden School of Nursing-L2 (10118-L2)
- Cancer Institute of New Jersey-L2 (ZRoxxx-L2)
- Center for Autonomic Computing-L2 (10711-L2)
- Center for Children & Families-L2 (10663-L2)
- Center for Pre-College Programs-L2 (10991-L2)
- Center for Race & Ethnicity-L2 (10684-L2)
- Center of Alcohol & Substance Use Studies-L2 (10194-L2)

Select a School

9. Open the **Division/Department** menu and select the appropriate choice.

The screenshot shows the 'New Position Description' form in the Rutgers HR Suite. The 'Division/Department' dropdown menu is highlighted with a red box, showing a list of divisions to select from.

Position Management

Welcome, Jane Doe [My Profile](#) [Logout](#)

User Group: Initiator

Home Position Descriptions Classifications Shortcuts

Position Descriptions / Staff / New Position Description

New Position Description

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Recruitment/Posting Title *

Organizational Unit

School *

Division/Department * Please Select...

Start Position Request

Cancel

Rutgers University HR Suite

Welcome, Jane Doe | My Profile | Logout

User Group: Initiator

Position Management

Home | Position Descriptions | Classifications | Shortcuts

Position Descriptions / Staff / New Position Description

New Position Description

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Recruitment/Posting Title *

Organizational Unit

School *

Division/Department *

Please Select...

- NJ Medical School-L3 (ZAxxxx-L3)
- NJMS - Office of Managed Care-L3 (ZA5208-L3)
- NJMS H S - ANESTHESIOLOGY-L3 (ZA7002-L3)
- NJMS H S - EMERGENCY MEDICINE-L3 (ZA7014-L3)
- NJMS H S - MEDICINE-L3 (ZA7004-L3)
- NJMS H S - NEUROLOGY-L3 (ZA7005-L3)
- NJMS H S - NEUROSURGERY-L3 (ZA7015-L3)
- NJMS H S - OB/GYN-L3 (ZA7006-L3)
- NJMS H S - OPHTHALMOLOGY-L3 (ZA7007-L3)
- NJMS H S - ORTHOPAEDICS-L3 (ZA7016-L3)
- NJMS H S - OTOLARYNGOLOGY-L3 (ZA7019-L3)
- NJMS H S - P M & R-L3 (ZA7011-L3)
- NJMS H S - PATHOLOGY-L3 (ZA7008-L3)
- NJMS H S - PEDIATRICS-L3 (ZA7010-L3)
- NJMS H S - PODIATRY-L3 (ZA7017-L3)
- NJMS H S - PREVENTIVE MEDICINE-L3 (ZA7018-L3)
- NJMS H S - PSYCHIATRY-L3 (ZA7009-L3)
- NJMS H S - RADIOLOGY-L3 (ZA7012-L3)
- NJMS H S - SURGERY-L3 (ZA7013-L3)

Start Position Request

Cancel

10. Open the **Department/Division** menu and select the appropriate choice.

Rutgers University HR Suite

Welcome, Jane Doe | My Profile | Logout

User Group: Initiator

Position Management

Home | Position Descriptions | Classifications | Shortcuts

Position Descriptions / Staff / New Position Description

New Position Description

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Recruitment/Posting Title *

Organizational Unit

School *

Division/Department *

Department/Division *

Please Select...

Postdoctoral Fellow

NJ Medical School-L2 (ZAxxxx-L2)

NJ Medical School-L3 (ZAxxxx-L3)

Start Position Request

Cancel

Rutgers University HR Suite

Welcome, Jane Doe | My Profile | Logout

User Group: Initiator

Position Management

Home | Position Descriptions | Classifications | Shortcuts

Position Descriptions / Staff / New Position Description

New Position Description

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Recruitment/Posting Title *

Organizational Unit

School *

Division/Department *

Department/Division *

Please Select...

Postdoctoral Fellow

NJ Medical School-L2 (ZAxxxx-L2)

NJ Medical School-L3 (ZAxxxx-L3)

Start Position Request

Cancel

Saved Searches

Search

More Search Options

Clone an existing Position Description?

11. Click **Start Position Request**.

The screenshot shows the 'New Position Description' page in the Rutgers HR Suite. The page has a dark blue header with the Rutgers logo and a navigation bar with 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. Below the navigation bar, there's a section titled 'New Position Description' with a 'Start Position Request' button highlighted by a red box. A 'Cancel' button is also visible. The page includes instructions: 'To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.' and a 'Recruitment/Posting Title' field with 'Postdoctoral Fellow' entered.

12. Select an appropriate **Classification**. Click **Filter these results** to search for a **Classification**.



NOTE: If the exact **Classification** is unknown, and you do not want to propose a **Classification**, skip this step by clicking **Save & Continue** and proceed to Step 13 in this User Guide.

The screenshot shows the 'Classification Selection' page in the Rutgers HR Suite. The page has a dark blue header with the Rutgers logo and a navigation bar with 'Home', 'Position Descriptions', 'Classifications', and 'Shortcuts'. Below the navigation bar, there's a section titled 'Classification Selection' with a 'Filter these results' link highlighted by a red box. A 'Save & Continue' button is also highlighted with a red box. The page includes a 'Default Global Search' field with '6784' entered. Below the search field, there's a table with columns: Job Code, Classification Status, Classification Title, Grade, and (Actions). The table contains two rows: one for '03000' (SUMMER TEMP10-MONTH NONEXEMPT) and one for '05100' (STUDENT WORKER). Both rows have 'Approved' status and an 'Actions' dropdown menu.

a. Search for a **Classification** entering any of the following criteria and clicking **Search**.

- **Job Code**
- **Classification Status**
- **Classification Title**
- **Grade**

The screenshot shows the 'Classification Selection' screen in the Rutgers HR Suite. A red box highlights the 'Search Classifications' input field and the 'Search' button. The page displays a table of classifications with the following data:

Job Code	Classification Status	Classification Title	Grade	(Actions)
03000	Approved	SUMMER TEMP10-MONTH NONEXEMPT		Actions
05100	Approved	STUDENT WORKER		Actions
05200	Approved	STUDENT CWS		Actions
05250	Approved	Student Off Campus CWS		Actions
10196	Approved	Public Safety Transit Driver	11	Actions

b. Select the **Classification** and click **Save & Continue**.

The screenshot shows the 'Classification Selection' screen in the Rutgers HR Suite. A red box highlights the 'Save & Continue' button. Another red box highlights the 'Ad hoc Search' button. The table shows the selected classification with the following data:

Job Code	Classification Status	Classification Title	Grade	(Actions)
B010F	Approved	POST DOC FELLOW	995	Actions

13. Select the appropriate **Type of Action**.

The screenshot shows the 'Editing Position Request' form in the Rutgers HR Suite. The left sidebar lists the steps: Classification Selection, Position Details (highlighted), Position Budget Inform..., Position Documents, and Position Request Summary. The main content area is titled 'Position Details' and includes a 'General Information' section. The 'Type of Action' field is highlighted with a red box, showing four radio button options: 'Fill A Vacancy', 'Classify a New Position', 'Reclassify an Existing Position', and 'Self-Initiated Reclass - MGMT Approval Required'. The 'Save' button is visible at the top right.

14. If applicable, enter the following information:

- **Proposed Job Class Code**
- **Current Title**
- **Proposed Title**
- **Incumbent's Name**
- **Employee ID Number**

The screenshot shows the 'Editing Position Request' form in the Rutgers HR Suite. The left sidebar lists the steps: Classification Selection, Position Details (highlighted), Position Budget Inform..., Position Documents, and Position Request Summary. The main content area is titled 'Position Details' and includes a 'General Information' section. The 'Type of Action' field is highlighted with a red box, showing four radio button options: 'Fill A Vacancy', 'Classify a New Position', 'Reclassify an Existing Position', and 'Self-Initiated Reclass - MGMT Approval Required'. Below this, the 'Job Class Code', 'Current Title', 'Proposed Title', 'Incumbent's Name', and 'Employee ID Number' fields are visible. The 'Save' button is visible at the top right.

15. Scroll down . If applicable, use **Departmental Comments** to provide any additional information to assist UHR with classifying the position request.



NOTE: For example, if you did not propose a Job Code previously, use the Departmental Comments to explain the details of the position, such as grade, title, FLSA, and more.



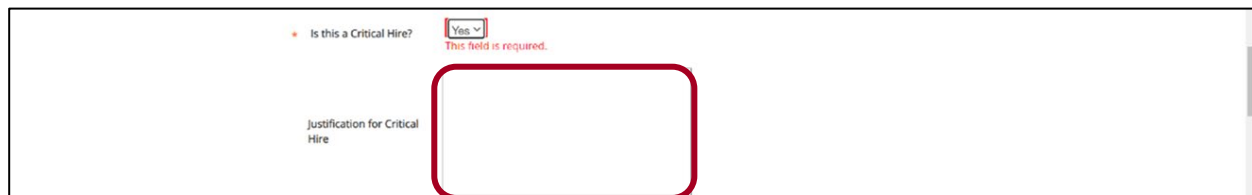
KEY: For RBHS, please add the desired posting information, such as Applicant Reviewers, Supplemental Questions, etc.



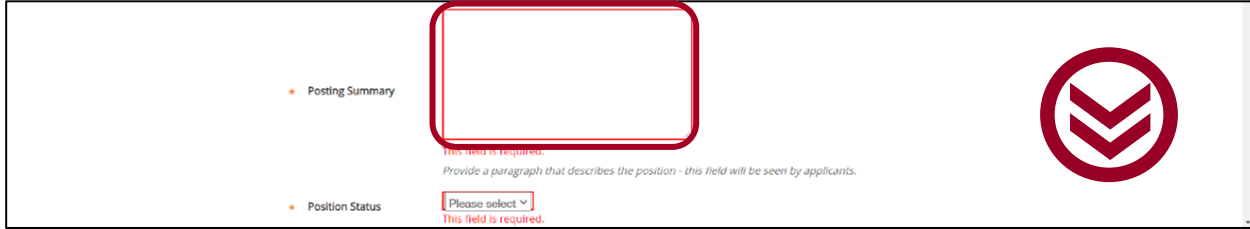
16. Open the menu to provide an answer for **Is this a Critical Hire?**




- a. If **Yes**, enter a **Justification for Critical Hire**.



17. Scroll down and enter a **Posting Summary**.

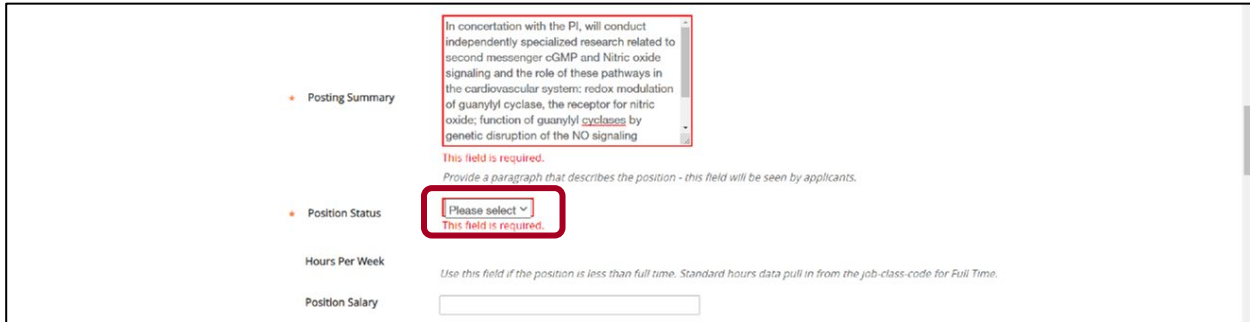


• Posting Summary

This field is required.
Provide a paragraph that describes the position - this field will be seen by applicants.

• Position Status Please select ▼
This field is required.

18. Open the **Position Status** menu and select the appropriate choice.



• Posting Summary

In concertation with the PI, will conduct independently specialized research related to second messenger cGMP and Nitric oxide signaling and the role of these pathways in the cardiovascular system; redox modulation of guanylyl cyclase, the receptor for nitric oxide; function of guanylyl cyclases by genetic disruption of the NO signaling

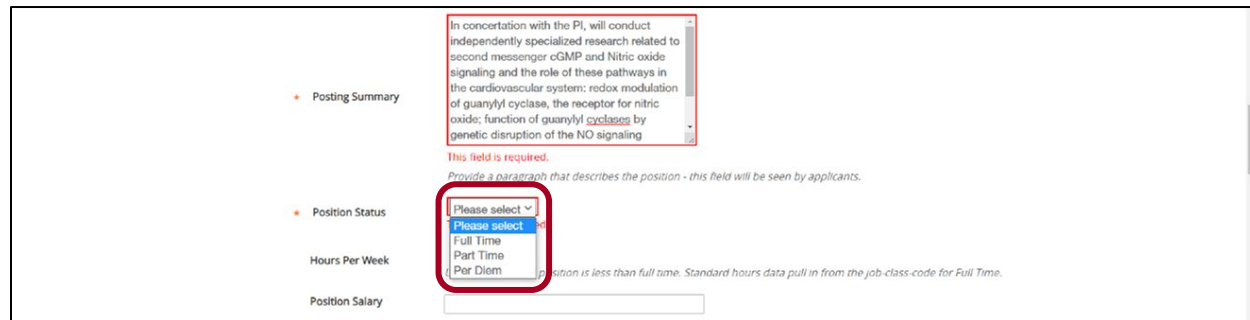
This field is required.
Provide a paragraph that describes the position - this field will be seen by applicants.

• Position Status Please select ▼
This field is required.

Hours Per Week

Use this field if the position is less than full time. Standard hours data pull in from the job-class-code for Full Time.

Position Salary



• Posting Summary

In concertation with the PI, will conduct independently specialized research related to second messenger cGMP and Nitric oxide signaling and the role of these pathways in the cardiovascular system; redox modulation of guanylyl cyclase, the receptor for nitric oxide; function of guanylyl cyclases by genetic disruption of the NO signaling

This field is required.
Provide a paragraph that describes the position - this field will be seen by applicants.

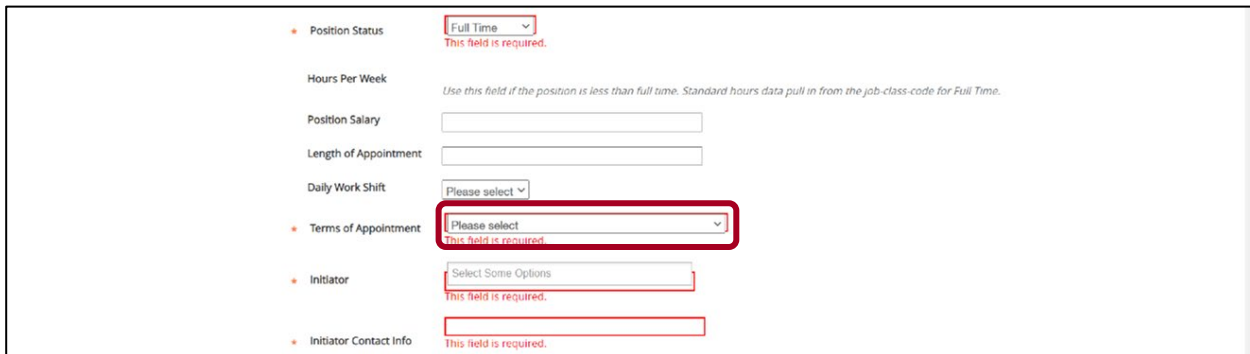
• Position Status Please select ▼
Please select
Full Time
Part Time
Per Diem

Hours Per Week

Use this field if the position is less than full time. Standard hours data pull in from the job-class-code for Full Time.

Position Salary

19. Open the **Terms of Appointment** menu and select the appropriate choice.



• Position Status Full Time ▼
This field is required.

Hours Per Week

Use this field if the position is less than full time. Standard hours data pull in from the job-class-code for Full Time.

Position Salary

Length of Appointment

Daily Work Shift Please select ▼

• Terms of Appointment Please select ▼
This field is required.

• Initiator Select Some Options
This field is required.

• Initiator Contact Info
This field is required.

Position Status: This field is required.

Hours Per Week: Use this field if the position is less than full time. Standard hours data pull in from the job-class-code for Full Time.

Position Salary:

Length of Appointment:

Daily Work Shift:

Terms of Appointment: Please select

Initiator:

Initiator Contact Info:

UHR Comp/Class:

20. Select an **Initiator(s)** and enter **Initiator(s) Contact Info**.



NOTE: Initiator(s) Contact Info must be separated by a semicolon.

Terms of Appointment: This field is required.

Initiator: This field is required.

Initiator Contact Info: This field is required.

Phone Number/E-mail

21. Open the UHR Office Assigned menu and select the appropriate choice.

UHR Comp/Class Specialist:

UHR Office Assigned: This field is required.

Please select the UHR office that would own this request.

UHR User Assigned: The user selected here will receive the e-mail for qualification review.

UHR Comp/Class Specialist:

UHR Office Assigned: Please select

Please select the UHR office that would own this request.

UHR User Assigned: The user selected here will receive the e-mail for qualification review.

Date E-mail Received: This field is reserved for UHR to note the date the department sends the request to the UHR Case Manager.

22. Scroll down  and enter **Required Knowledge, Skills, and Abilities**.

Qualifications

Required Qualifications

Essential Duties

Required Knowledge, Skills, and Abilities:

Specify knowledge, skills, abilities, and special licenses needed to effectively perform in the position (software, professional certifications, drivers' license, languages, etc.)

23. Scroll down  and click **Add Key Duties and Responsibilities Entry**.



Key Duties & Responsibilities
List the percentage of time and description of key duties and responsibilities assigned to the position.

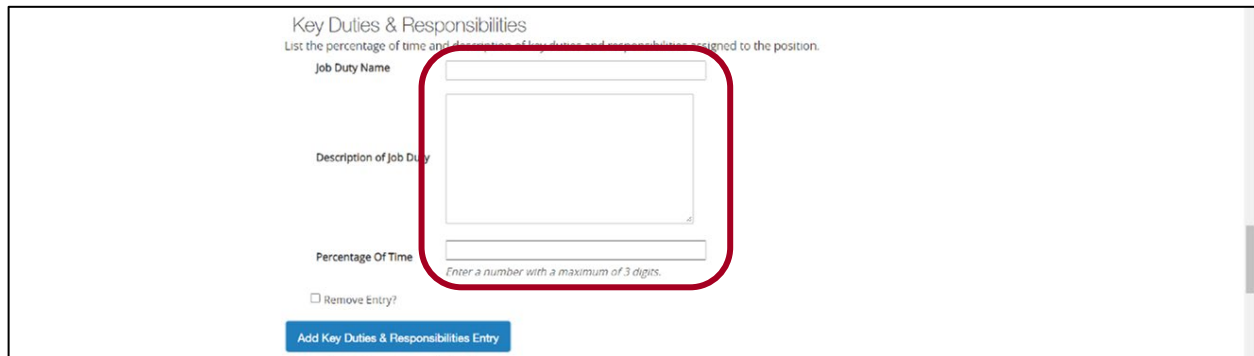
Add Key Duties & Responsibilities Entry

Level of Decision Making
Describe the most complex issues or problems this position is accountable for delivering expected results, e.g. how will this position exercise discretion or independent judgment when making decisions and solving problems?

a. Enter a **Job Duty Name**, **Description of Duty**, and **Percentage of Time** for each entry.



NOTE: The total **Percentage of Time** for must equal 100.



Key Duties & Responsibilities
List the percentage of time and description of key duties and responsibilities assigned to the position.

Job Duty Name

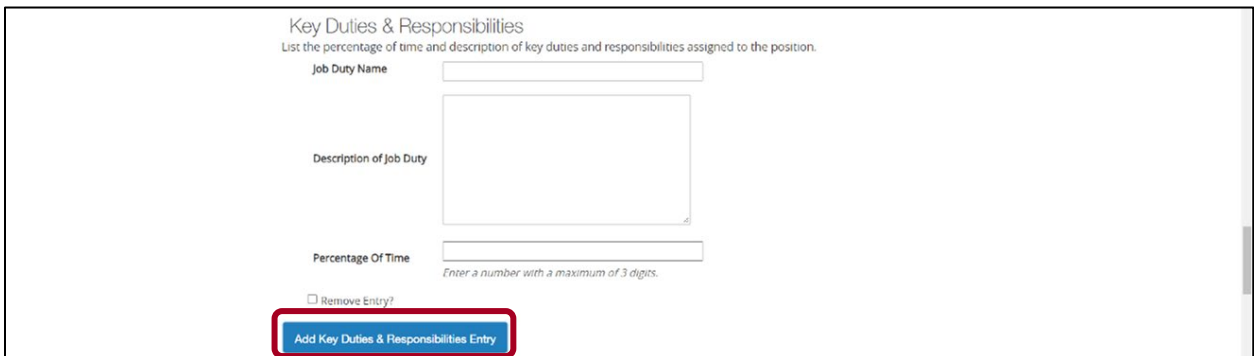
Description of Job Duty

Percentage Of Time
Enter a number with a maximum of 3 digits.

☐ Remove Entry?

Add Key Duties & Responsibilities Entry

b. Click **Add Key Duties & Responsibilities Entry**. Repeat these steps until all duties have been entered and the total **Percentage of Time** equals 100.



Key Duties & Responsibilities
List the percentage of time and description of key duties and responsibilities assigned to the position.

Job Duty Name

Description of Job Duty

Percentage Of Time
Enter a number with a maximum of 3 digits.

☐ Remove Entry?

Add Key Duties & Responsibilities Entry

24. Scroll down  and open the menu to answer the question.



Management/Supervisory Responsibilities

Complete the following to demonstrate the level of management/supervisory responsibility

Does this position have supervisory or management responsibility? Supervisory or management responsibilities include but are not limited to the timely execution/implementation of goals objectives, and strategic measures; development and interpretation of policies and procedures for the purpose of effectively and efficiently managing staff and resources; and recommends final hiring/firing decisions as well as issue disciplinary actions.

a. If **Yes**, provide more detail in the box below.



Management/Supervisory Responsibilities

Complete the following to demonstrate the level of management/supervisory responsibility

Does this position have supervisory or management responsibility? Supervisory or management responsibilities include but are not limited to the timely execution/implementation of goals objectives, and strategic measures; development and interpretation of policies and procedures for the purpose of effectively and efficiently managing staff and resources; and recommends final hiring/firing decisions as well as issue disciplinary actions.

If yes, please enter the number of positions supervised. Please provide the position title(s) and department.

25. Scroll down  and click **Save & Continue**.



Population

☐ Addictions
☐ Co-Occurring (Psychiatric/Addictions)
☐ Developmentally Disabled
☐ All Populations

For UBHC Only

Save

<< Prev

Save & Continue

PeopleAdmin Better Talent. Better Future.

Copyright 2021 All Rights Reserved. Last refresh: 02/05/2020 04:49 AM

26. If applicable, click **Add Position Budget Information Entry** to add **Position Budget Information**. If unapplicable, click **Save & Continue** and skip to Step 27.



NOTE: Position Budget Information is internal.

Editing Position Request

- Classification Selection
- Position Details
- Position Budget Inform...**
- Position Documents
- Position Request Summary

Position Budget Information

Save << Prev **Save & Continue**

Check spelling
* Required Information

Add Position Budget Information Entry

Hire Budget Information

Type of Hire

Name/Salary of Previous Incumbent

a. Enter all required **Position Budget Information** and add other information as needed.

Editing Position Request

- Classification Selection
- Position Details
- Position Budget Inform...**
- Position Documents
- Position Request Summary

Position Budget Information

Save << Prev **Save & Continue**

Check spelling
* Required Information

Position Budget Information

Account Name

* Account/Index Number

* Funding Information

Fund Number
(Banner Only)

Percentage Funded
Enter a number with a maximum of 3 digits.

Maximum Amount

☐ Remove Entry?

Add Position Budget Information Entry

Hire Budget Information

b. Click **Add Position Budget Information Entry** to add another entry. Repeat these steps until all applicable budget information is entered.

Click **Save & Continue** when finished.

27. Enter all applicable **Position Documents**.

a. Scroll to the appropriate document and open the **Actions** menu.

b. Select **Upload New**.

c. Click **Choose File**.

The screenshot shows a web interface for uploading an organizational chart. The page has a header with navigation links: Home, Position Descriptions, Classifications, and Shortcuts. Below the header, there's a breadcrumb trail: Admin / Manage Documents. The main heading is "Upload a Organizational Chart (Required)". Below this, there's a text box for "Name" containing "Organizational Chart (Re)". There's also a "Description" text box. Below the description, there's a "File to upload" section with a "Choose File" button highlighted by a red box. Below this, there's a "Write Organizational Chart (Required)" section and a "Submit" button.

d. Select the appropriate file and click **Open**.

The screenshot shows a file selection dialog box overlaid on the web interface. The dialog box is titled "Open" and shows a file explorer view. The file "Org Chart" is selected. The "Open" button is highlighted with a red box. The background shows the same web interface as the previous screenshot, but the "Choose File" button is no longer highlighted.

e. Click **Submit**.

The screenshot shows the same web interface as the previous screenshots, but now the "Submit" button is highlighted with a red box. The "Name" field still contains "Organizational Chart (Re)". The "Description" field now contains "Student Counselor Org C". The "File to upload" section now shows "Choose File" and "Org Chart.pdf". The "Write Organizational Chart (Required)" section is still present.

f. Repeat the steps until all required documents have been uploaded. When finished, click **Save & Continue**.



HINT: The file automatically converts to a PDF file, regardless of original file type.

The screenshot shows the 'Position Documents' section of the system. On the left, there is a sidebar with 'Editing Position Request' and 'Position Documents' selected. The main area shows a table of documents with columns for Document Type, Name, Status, and Actions. The 'Organizational Chart (Required)' document is listed with a status of 'PDF conversion in process'. The 'Save & Continue' button is highlighted with a red box.

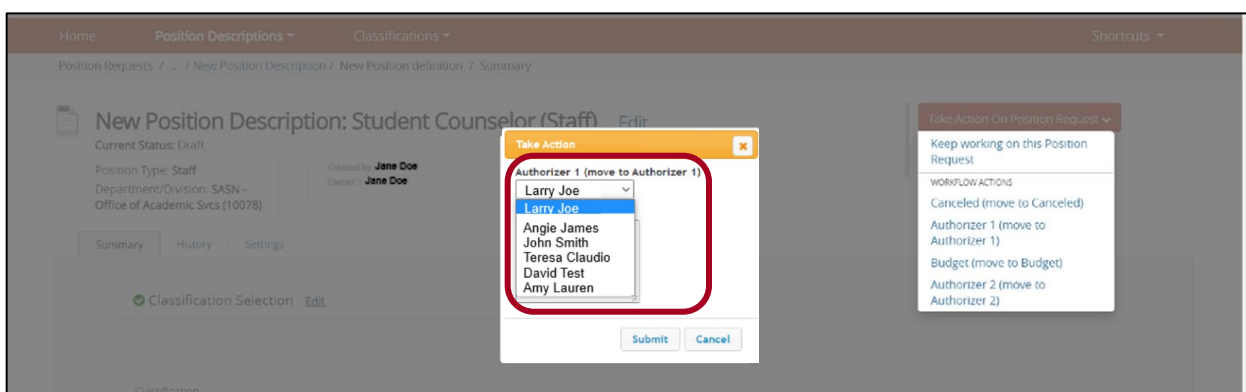
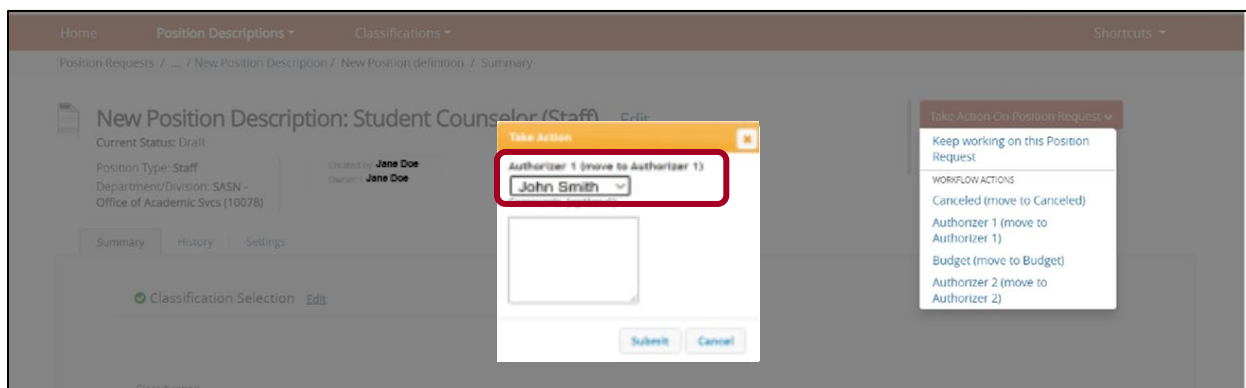
Document Type	Name	Status	(Actions)
Organizational Chart (Required)	Organizational Chart (Required) 05-21-21 16:20:52 (EDT)	PDF conversion in process	
Justification Cover Letter (Required - SEBS/RBHS)			Actions ▼
Addendum (Business Positions)			Actions ▼
Other Documents			Actions ▼

28. Open the **Take Action on Position Request** menu and select **Authorizer 1 (move to Authorizer 1)**.

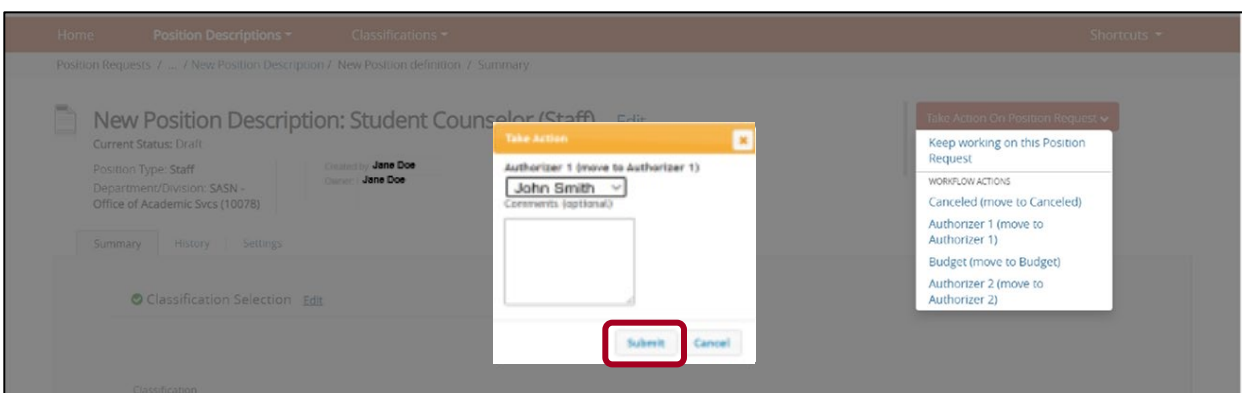
The screenshot shows the 'New Position Description: Student Counselor (Staff)' page. The 'Take Action On Position Request' button is highlighted with a red box. The page displays details about the position, including 'Current Status: Draft', 'Position Type: Staff', and 'Department/Division: SASN - Office of Academic Svcs (10078)'. The 'Take Action On Position Request' button is located in the top right corner.

The screenshot shows the 'Take Action On Position Request' dropdown menu. The 'Authorizer 1 (move to Authorizer 1)' option is highlighted with a red box. The menu includes options like 'Keep working on this Position Request', 'Workflow Actions', 'Canceled (move to Canceled)', 'Authorizer 1 (move to Authorizer 1)', 'Budget (move to Budget)', 'Authorizer 2 (move to Authorizer 2)', and 'Authorizer 3 (move to Authorizer 3)'.

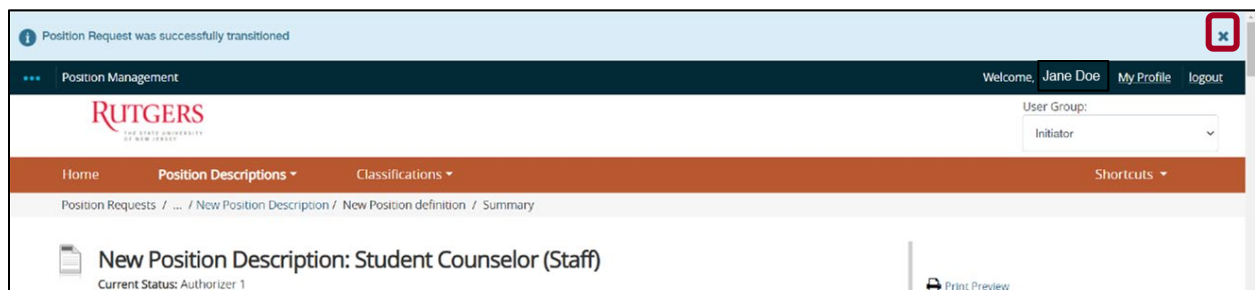
29. Open the **Authorizer 1 (move to Authorizer 1)** menu and select the appropriate **Authorizer 1**.



30. Click **Submit**.



31. A success notification will appear. Click **X** to close.

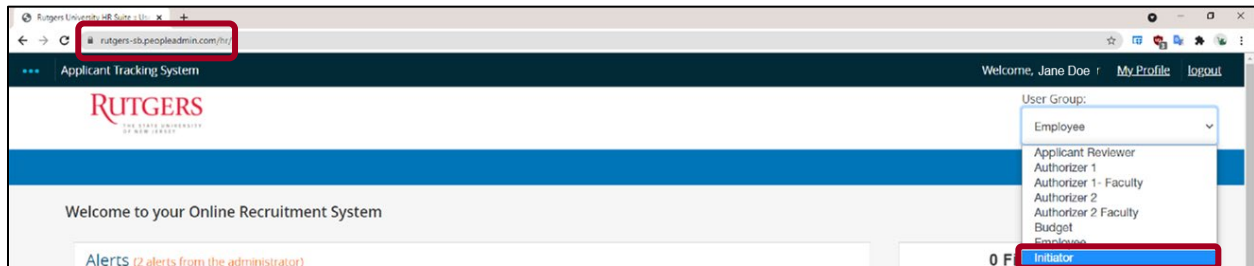


D) Initiating a Staff Position Request from a Previously Posted Job

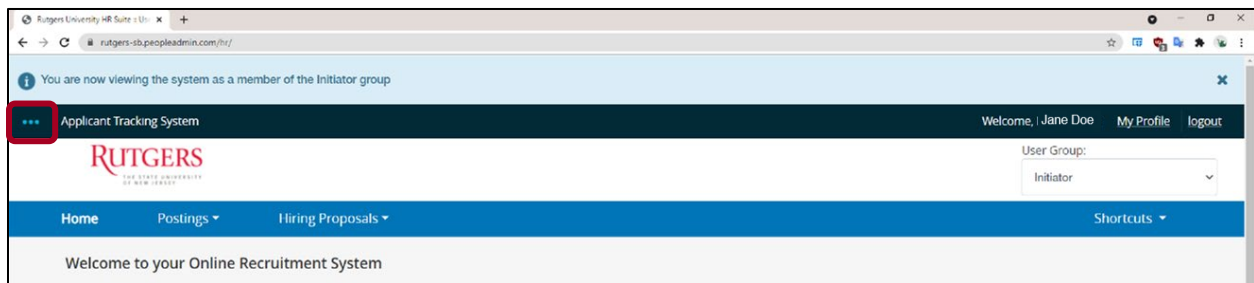


KEY: A Position Request can be initiated by cloning a previously posted job. A Position Request that is still in the review process cannot be cloned.

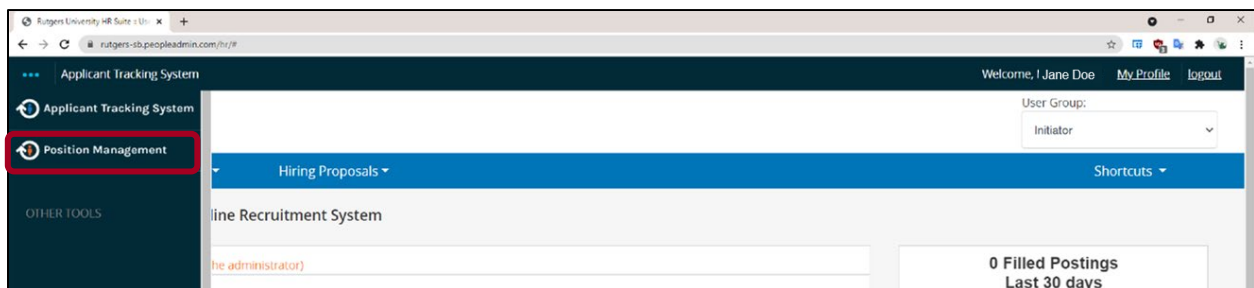
1. In the upper-right corner, select **Initiator** for the **User Group**.



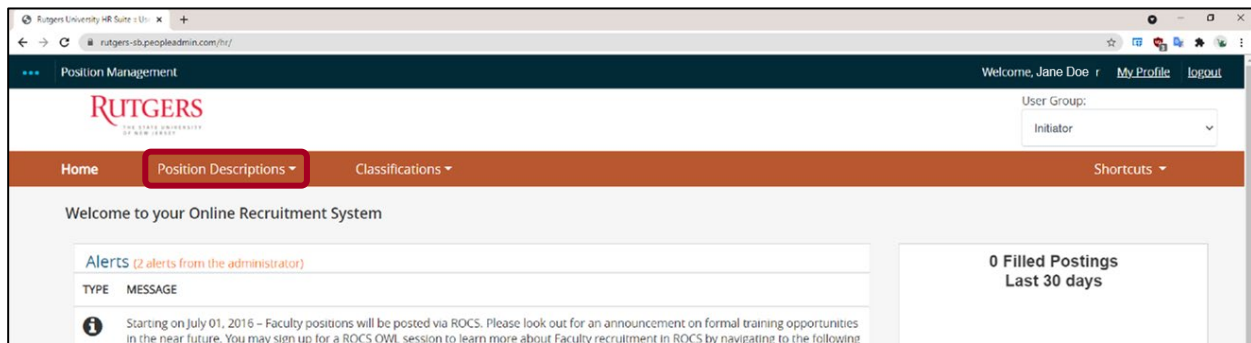
2. In the upper-left corner, click the icon .



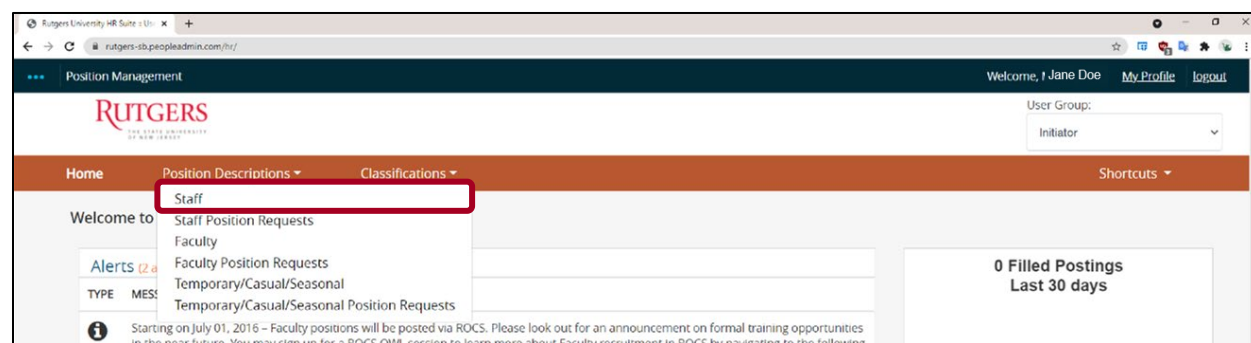
3. Click **Position Management**.



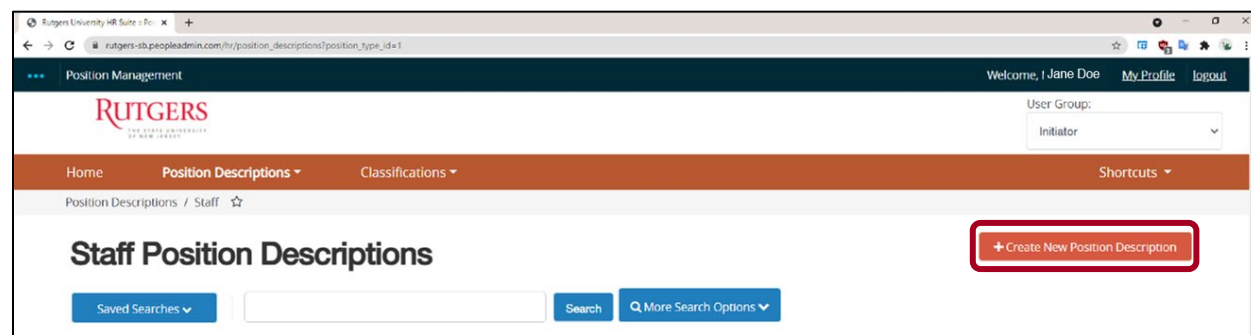
4. Open the **Position Descriptions** menu.



5. Select **Staff**.



6. Click **Create New Position Description**.



7. Scroll down  and select an existing Position Request.

Clone an existing Position Description?

Approved PD Search 

*Approved PD Search 

Position Description Title	Department	Position Description Number	Created Date	Grade	UHR Office Assigned	(Actions)
Student Counselor SAMPLE POSITION REQUEST (Newark)	SASN -Office of Academic Svcs (10078)	20ST0276PD	May 21, 2021 at 04:03 PM	05	Newark	Actions 

[Start Position Request](#)

[Cancel](#)

8. Click **Start Position Request**.

Clone an existing Position Description?

Approved PD Search 

*Approved PD Search 

Position Description Title	Department	Position Description Number	Created Date	Grade	UHR Office Assigned	(Actions)
Student Counselor SAMPLE POSITION REQUEST (Newark)	SASN -Office of Academic Svcs (10078)	20ST0276PD	May 21, 2021 at 04:03 PM	05	Newark	Actions 

[Start Position Request](#)

[Cancel](#)

9. Review all **Classification Selection** information for accuracy and edit as needed. Click **Save & Continue**.

Home Position Descriptions  Classifications  Shortcuts 

Position Requests / ... / New Position Description / Student Counselor SAMPLE POSITION REQUEST (Newark) / Edit

Editing Position Request

- Classification Selection
- Position Details
- Position Budget Inform...
- Position Documents
- Position Request Summary

Classification Selection

You must select a Classification for this request before clicking 'Next.'

Selected Classification

Classification

Classification

[Save](#) [Save & Continue](#)

10. Review all **Position Details** information for accuracy and edit as needed.
Click **Save & Continue**.

11. Review all **Position Budget Information** information for accuracy and edit as needed. Click **Save & Continue**.

12. Review all **Position Documents** information for accuracy and edit as needed.

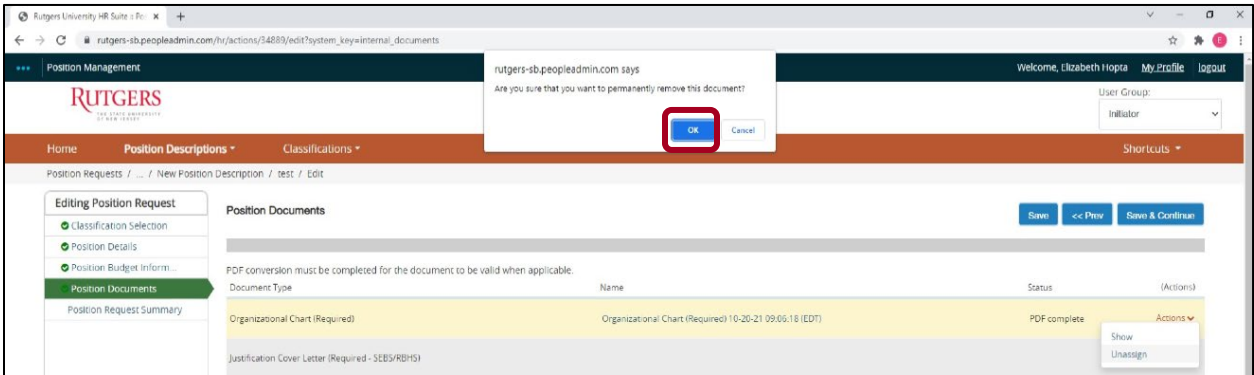


NOTE: Position Documents may already be uploaded. Unassign the documents and upload new ones.

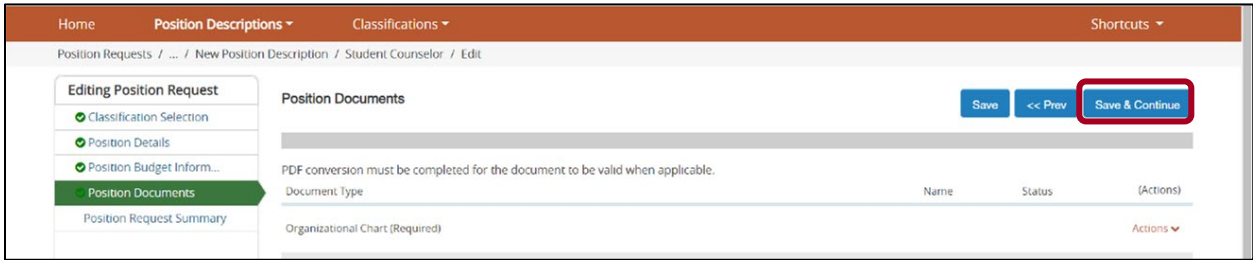
13. To unassign a document, open the **Actions** menu.

- a. Select **Unassign**.

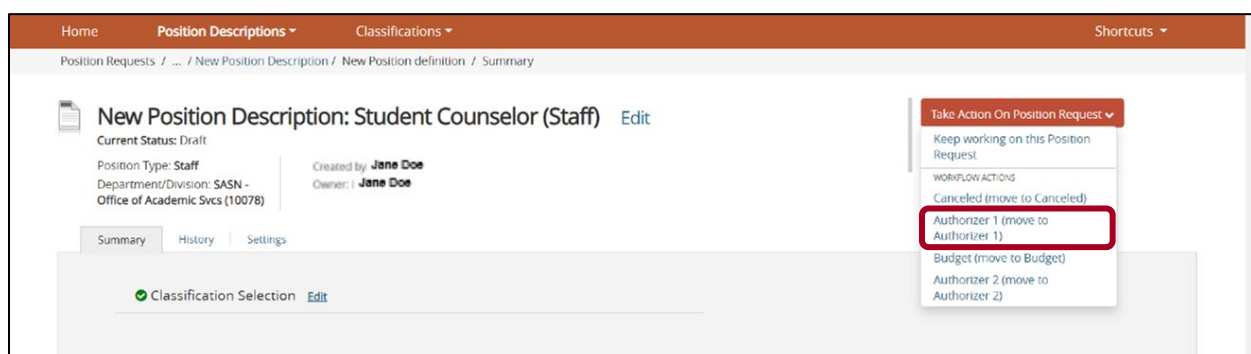
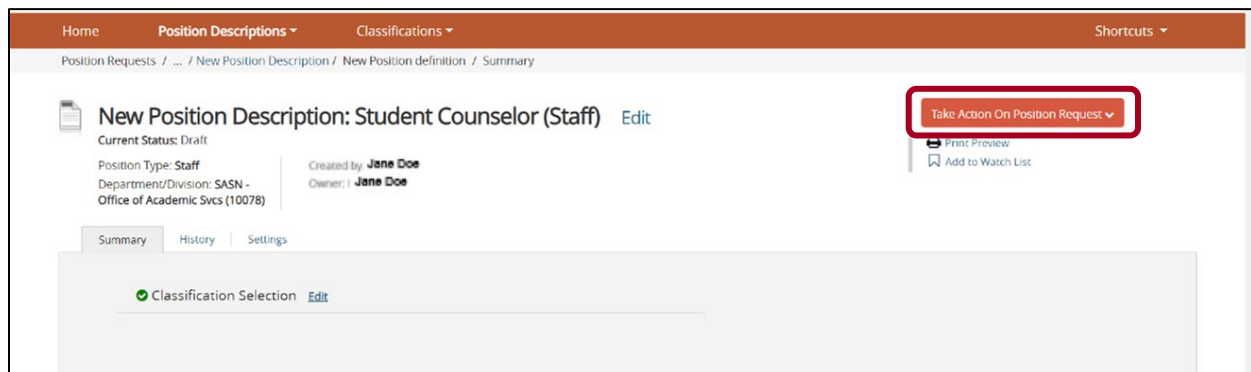
b. Click **OK**. Repeat these steps to continue unassigning all documents. Upload new documents as needed.



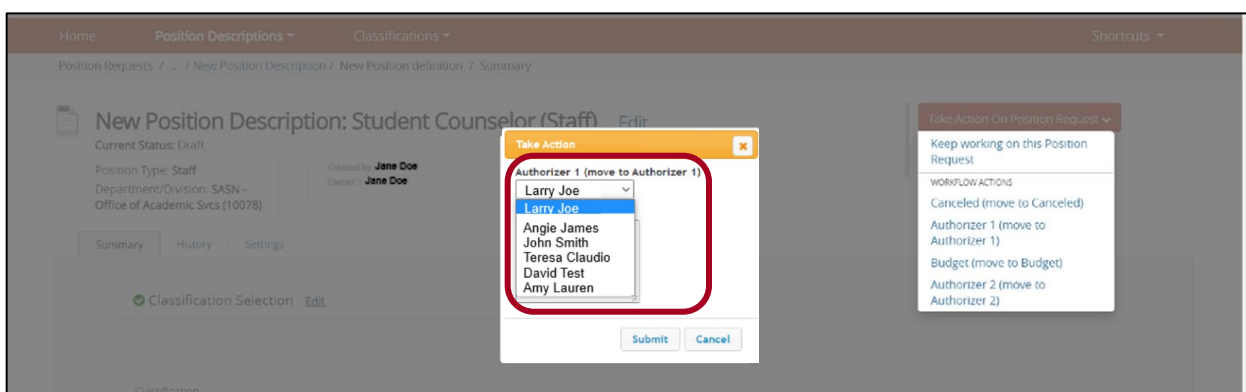
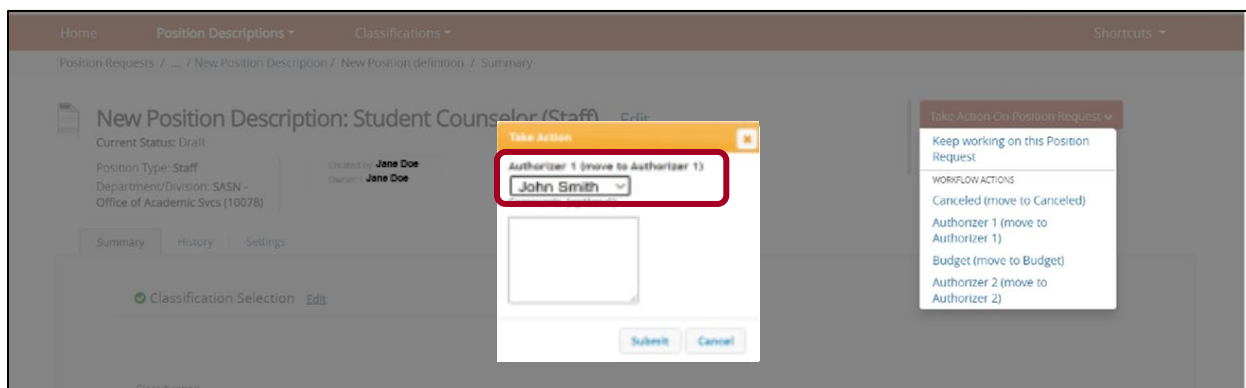
14. Click **Save & Continue**.



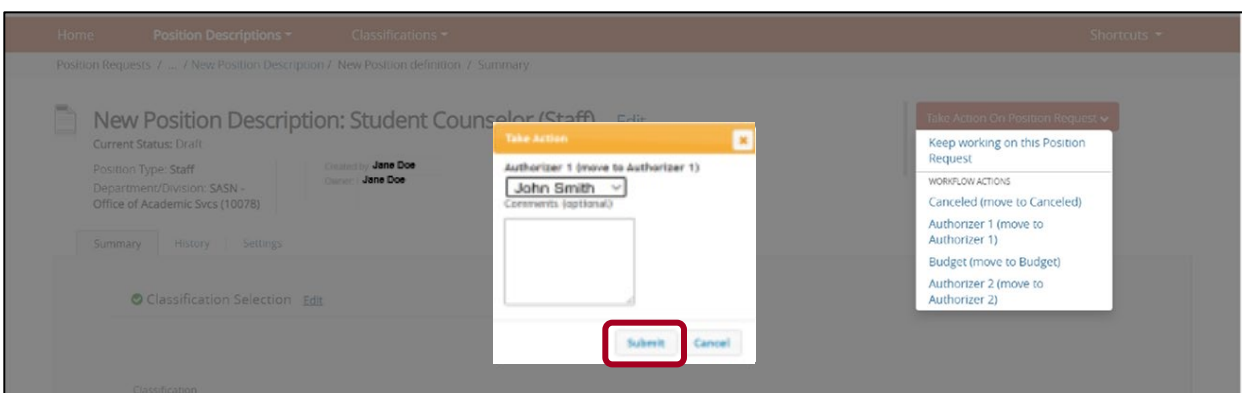
15. Open the **Take Action on Position Request** menu and select **Authorizer 1 (move to Authorizer 1)**.



16. Open the **Authorizer 1 (move to Authorizer 1)** menu and select the appropriate **Authorizer 1**.



17. Click **Submit**.



18. A success notification will appear. Click **X** to close.

