Beginning Wednesday, March 16, 2016, ROCS will automatically populate certain fields in the appropriate HCM new hire template when a hiring proposal is approved for Class 1 Staff positions, for new employees who applied with United States home addresses in ROCS. This tool will take specific data fields from ROCS and auto-populate the HCM new hire template. This will occur when a Hiring Proposal is approved in ROCS by a UHR Consultant.

Please see the ROCS workflow below:



The HCM Preparers will now have a pagelet on their home screen that will contain the name of a candidate who was approved in ROCS (see images below). The name in the pagelet represents that their data is ready to be imported into a **New Hire HCM Template**.

This change will also incorporate a change to the navigation link in HCM. A preparer will be able to navigate to the new area simply by following the navigation commands seen below:

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My Terminations Pe	ending BC-10			4	hire template or	view all to see full list.		
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Pagelet – You can select the employee from the pagelet or navigate to the **ROCS Approved** Page

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Manager Self Service Workforce Administration Time and Labor Payroll for North America Workforce Development	Personal Information Job Information Template-Based Hire		tment 1	Name Servo Fitcher Dana Chaooman	Start Date 03/01/2016 03/07/2016 03/09/2016	
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Paid Leave Bank View Absence Balances and Details Self.	4.00 Service Page			eck Sell Selvice Page		
Main Menu	6	0 E				

Navigation to the ROCS Approval page:

Workforce Administration>Template Based Hire>ROCS Approved – Template Hires

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Favorites Main Menu	> Workforce Ad	ministration > 1	emplate-Based Hire >	ROCS Approved - Template Hires			
				New Window	w 🕐 Help	📝 Customize Page	📰 http
Select Hire							\sim
Select a Trans	saction						
The list below contains	new hire requests	requiring a prepare	r. Select an employee to	view details and to create the template			
based hire.	non nice requeete	ioquinig a proparo	in concertain employee to				
Preparer Needed			<u>Customize</u>	<u>Find</u> 🔤 🕌 First 🗹 1-3 of 3 🗅 Last			
Name	Department	Start Date	Job Code Description	Template			
Dana Chappman	10331	03/07/2016	PROGRAM ASSOCIATE II	CLASS1_REGULAR			
Pax Telemund	10331	03/09/2016	PROGRAM ASSOCIATE II	CLASS1_REGULAR			
Servo Fitcher	10331	03/01/2016	PROGRAM ASSOCIATE II	CLASS1_REGULAR			
Notify							

Select Employee – Click: Employee's Name

Rutgers		1
vorites Main Menu >	Home Workforce Administration > Template-Based Hire > ROCS Approved - Template Hires	Work
		Qн
	Rea Hew Window	
Load Template	Based Hire	
	Template: CLASS1_REGULAR	
Personal Information		
First Name:	Dana Middle Name:	
Last Name:	Chappman Phone: 888-555-5555	
Address Line 1:	10 Razia Street	
Address Line 2:		
City:	Stormborn State: FL Postal Code: 45236	
Country:	USA	
Email Address:	dana@yahoo.com	
Date of Birth:	Gender: F	
Job Information		
Hire Date:	03/07/2016	
Department:	10331 SAS - English Writing Program	
Job Code:	41247 PROGRAM ASSOCIATE II Full/Part Time: F	
Union Code:	021 URA-AFT Administrative Comp Rate:	
Salary Admin Plan:	W375 Salary Grade: 03 Step: 0 Standard Hours:	
Citizenship Informatio	n	
US Citizen:	Yes	
Create Template		

Review Data – Click: Create Template

Rutgers	r B		Home	Worklist	Add to Favorites	Sign out
Favorites Main Menu > Workforce Administration >	Template-Based Hire >	ROCS Approved -	Template Hires			
			New Window	(?) Help	Sustomize Page	inttp
Template Complete.						
The template has been created successfully.						
OK						

ROC Template Complete – Confirmation Screen

Click: OK

Rut	GERS				Home Worklis	st Add to Favorites	Sian
Favorites	Main_Menu > Workforce Administration >	Template-Based Hire	e > Template-Ba	sed Hire			
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Templa	ate-Based Hire						
Choose a t hire. Select	emplate and select Continue to enter a new a name and press Continue to work with a	person. The Hires In P Hire in Process. You ha	rocess section lisi ave the option to o	ts people you delete people	have previously started to you do not intend to hire.		
Add a Ne	w Person						
Select Te	emplate:	2			Continue		
Hires in P	rocess		Custo	omize Find ^L	🎘 🔡 🛛 First 🗹 1 of 1 🖸 L	ast	
Select	Name	Type of Hire	Start Date	Action	Country		
	Dana Chappman	Employee	03/07/2016	Hire	United States		
Select De Go To: <u>Te</u>	All Deselect All Deselect All Deselect All Deselected Names						

Navigate: Workforce Administration>Template Based Hire>Template Based Hire

This will bring you to Created/Pending Template Based Hire Request(s)

Select Employee - Click: Continue

This will direct you to the standard Template-Based Hire tabs for completion

RUTGERS				Name 1	Mandalian	1 Add to 5.0	united Dim out
Favorites Main Menu >	Workforce Administration >	Template-Based Hire > T	emplate-Based Hire	Home	VVORKIIST	Add to Fa	vorites Sign out
• • •	T	· •		New window	🕐 нер	🥑 Customiz	e Page 🔢 nπp
Template-Based Hire							-
Enter Employee	Information						
Enter the following employe Based on the data that yo	e or contingent worker information ou have entered, some fields	ation. If you cannot enter al will become required. The	l of the person's info e system will notify	ormation select Save for you of those fields as yo	r Later. ou enter dat	a.	
National ID Personal	Information Citizenship/Vi	isa Job Information	Template Status)			
Hire Template Information	on .						
Template:	Regular Staff Employees	Effective D	ate: 03/0	7/2016			
Employee Information							
*National ID:	x						
Comments							
Comments:					L Z		
Edit Hire Details							
Save and Submit	Save for Later	Cancel Add Attac	hment				
* Required Field							

National ID

Social Security Numbers are not downloaded from ROCS – Please Enter

RUTGERS	E			Home	Worklist	Add t	o Favorites	Sign out
Favorites Main Menu >	Workforce Administration > Temp	late-Based Hire > Template-	Based Hire			_		
Template:	Regular Staff Employees	Effective Date:	03/07/2016					~
Employee Information								
National ID								
National ID:	222-33-6655							- 1
Primary Name - Engli	sh							
Name Prefix:	✓							
*First Name:	Dana							
Middle Name:								
*Last Name:	Chappman							
Name Suffix:	~							
Birth Information								
*Date of Birth:	B							- 1
Person Gender								
*Gender:	Female	\checkmark						
Person Address 01 -	United States							
Address Type:	Home							
*Address Line 1:	10 Razia Street							
Address Line 2:								
*City:	Stormborn							
*State:	FL	٩						~
								€ <u>125%</u> ▼

Personal Information

Certain fields will be downloaded from ROCS

Review for accuracy; make changes as necessary

Blank/Required fields need to be completed (i.e. Date of Birth)

Blank/Non-Required fields are optional (i.e. Supervisor ID)

RUTGERS	IVV/ Se B		Hc	ome Worklist	Add to Favorites	Sign out
Favorites Main Menu > Wo	orkforce Administration > Template-Base	ed Hire > Template-Based	Hire			
Based on the data that you	have entered, some fields will become r	required. The system will n	otify you of those field	ls as you enter data.		~
National ID Personal In	formation Citizenship/Visa Job Inf	ormation Template Sta	tus			
Hire Template Information						
Template:	Regular Staff Employees	Effective Date:	03/07/2016			
Employee Information						
Citizenship Information						
*US Citizen:	Yes 🗸					
*Permanent US Resident (Non US Citizen):	No 🗸	*If no, enter Country of Residence:	USA	۹		
*Does person have a work Visa?:	k No 🗸					
Visa/Permit Information fo	r Nonresidents					
Visa/Permit Type:						
Date of Entry into Country:	1					
Visa/Permit Status:						
Status Date:	31					
Status Expiration Date:	81					
Job Information - Job Cod	le					
*Job Code:	41247					
Comments						
Comments:				<u>a</u>		
						~
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Citizenship/Visa

Review and confirm Citizenship Status

If **YES** is selected for either **PERMANENT US RESIDENT** OR **DOES PERSON HAVE WORK VISA** – warning messages will appear to assist with the completion of this tab

Review the Job Code; if different than the Offer Letter, please contact your HR Consultant

RUTGERS		CE		
avorites Main Menu >	Workforce Administration >	Template-Bas	ed Hire > Template-B	ased Hire rson's information select pave for Later.
Based on the data that yo	ou have entered, some fields	will become i	equired. The system	will notify you of those fields as you enter data.
National ID Personal	I Information Citizenship/Vi	sa Job In	ormation Template	e Status
Hire Template Information	on			
Template:	Regular Staff Employees		Effective Date:	03/07/2018
Employee Information				
Job Code Information				
Job Code:	41247		Description:	PROGRAM ASSOCIATE II
Standard Hours:			FLSA Status:	Nonexempt
Union Code:	021			
Work Location - Positio	on Data			
Position Entry Date:	03/07/2018			
Work Location - Expect	ted Job End Date			
Expected Job End Dat	te: B			
Work Location - Job Fie	elds			
*Department:	10331	٩	*Location Code:	Q
Job Information - Repo	rting Information			
Supervisor ID:	٩			
Job Information - Statu	5			
Full/Part Time:	Full-Time			
If part-time, input stand	lard hours reduced proportio	nate to part ti	me %.	
*Standard Hours:				
Job - Payroll Informatio	n			
*Pay Group:	٩		Employee Type:	s
*Tax Location Code:	NJ001 🔍			
Job Compensation Pa	v Components			
Compensation Pater	g components			
Compensation Rate:				
Job Attachment Requir	ed			
*Job Attachment Exist	5:	~		
Comments				
Comments:				(a)
Edit Hire Details				
Save and Submit	Save for Later	Cancel	Add Attachment	
* Required Field				

Job Information

Review and verify auto-populated fields with Offer Letter; adjust accordingly

The following fields are not transferred from ROCS and must be entered:

- Location Code
- Standard Hours
- Pay Group
- Step and Compensation (Range and Step Templates) or
- Compensation (Other Staff Class 1 Templates)
- Attach Offer Letter

RUTGERS	Home	Worklist	Add to Equarities	Sign out
Favorites Main Menu > Workforce Administration > Template-Based Hire > Template-Based Hire	nome	WORKISt	Add to Favorites	Sign out
E Contraction of the second	New Window	Help	📝 Customize Page	📰 http
Template-Based Hire				
Enter Employee Information				
Enter the following employee or contingent worker information. If you cannot enter all of the person's information Based on the data that you have entered, some fields will become required. The system will notify you of the	on select Save for those fields as yo	Later. u enter data	l.	
National ID Personal Information Citizenship/Visa Job Information Template Status				
Hire Template Information				
Template: Regular Staff Employees Effective Date: 03/07/2016	6			
Employee Information Template Status *Template Complete: Yes				
Comments				
Comments:		<u>[</u>]		
Edit Hire Details				
Save and Submit Save for Later Cancel Add Attachment				
* Required Field				

Template Status

Template Complete: Change from NO to YES

Click: Save and Submit

*Please Note – If Required Fields Are Not Completed, a **RED** error message will appear. This is to alert the Preparer which fields need to be updated/completed.