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:

1 • The posting in ROCS is closed by the UHR Consultant.

2 • The candidate is moved to the 'Finalist' state by the Applicant Reviewer.

3 • The department prepares and sends the Hiring Proposal to UHR via ROCS.

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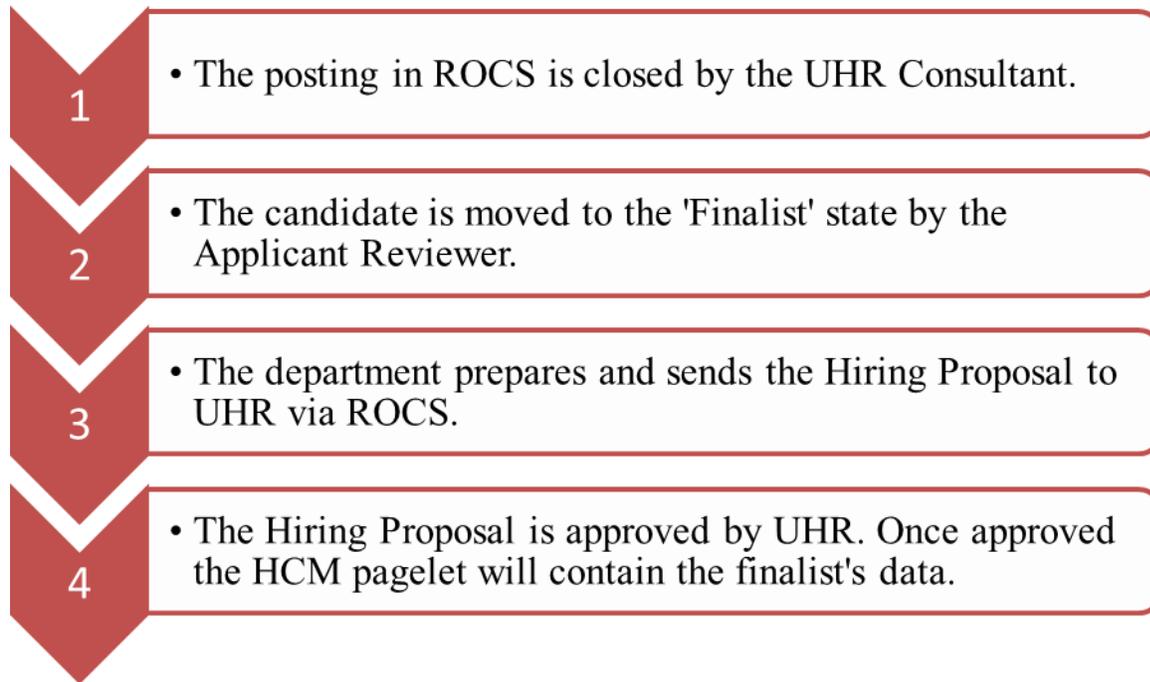
The HCM Preparers will now have a pagelet on their home screen that will contain the name of a candidate who was approved in ROCS (see images below). The name in the pagelet represents that their data is ready to be imported into a **New Hire HCM Template**.

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:

RUTGERS

Home | Worklist | Add to Favorites | Sign out

Favorites   Main Menu

Personalize Content | Layout   ? Help

Time Exceptions

Dept ID	Emplid	Empl Rcd	Name	Rpt Dt	Error/Warning

My Terminations Pending BC-10

Name	Job Title	Department	Termination Date
Judy Karwowski	SECRETARIAL ASST III	SAS - English Writing Program	02/01/2015
Jason Gulya	PART TIME LECTURER	SAS - English	05/04/2015
Cheryl Robinson	SR ADMINISTRATIVE ASSISTANT	SAS - English	05/11/2015

View all terminations pending BC-10 Compliance

My Absence Balances

Absence Type	Days Remaining as of Prior Day
Vacation	15.96
Sick	28.60
Administrative Leave	0.00
Personal Holiday	1.00
Paid Leave Bank	4.00

View Absence Balances and Details Self Service Page

ROCS Approved - Template Hires

Listed below are the pending 'ROCS Approved - Template Hires' with earliest start date or past due date. Please click on the name to create new hire template or view all to see full list.

Department	Name	Start Date
10331	Servo Fitcher	03/01/2016
10331	Servo Fitcher	03/01/2016
10331	Servo Fitcher	03/01/2016
10331	Dana Chappman	03/07/2016
10331	Dana Chappman	03/07/2016

View All "ROCS Approved - Template Hires"

My Recent Paychecks

Review your last 5 available paychecks below.
Select the date of the paycheck you would like to review

Check Date	Paycheck Number
2015-04-24	2094121
2015-04-10	2072111
2015-03-27	2050902
2015-03-13	2028887
2015-02-27	2006934

View Full Paycheck Self Service Page

Main Menu

Pagelet – You can select the employee from the pagelet or navigate to the **ROCS Approved Page**
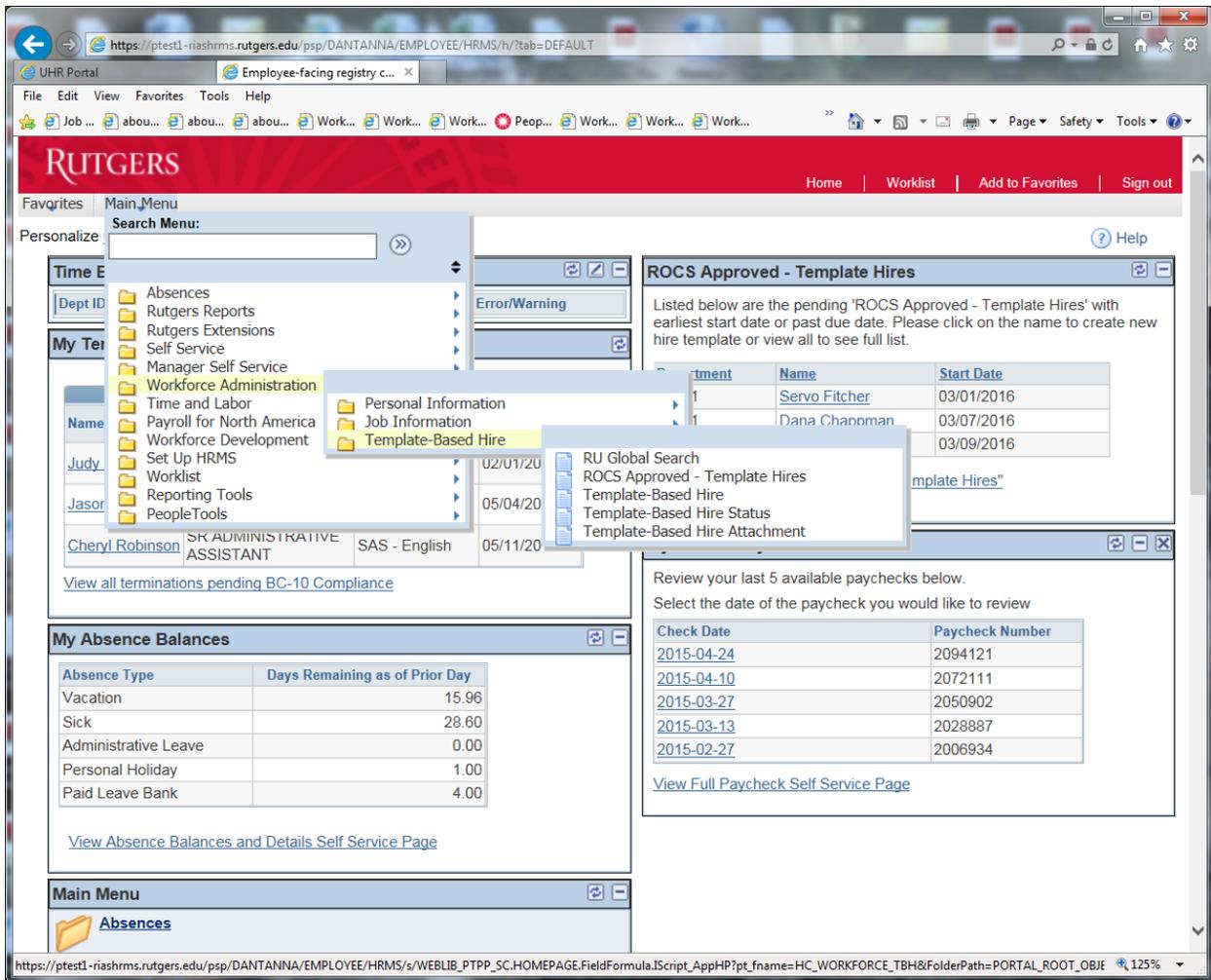
Navigation to the ROCS Approval page:

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

New Window | ? Help | Customize Page | http

Select Hire
Select a Transaction

The list below contains new hire requests requiring a preparer. Select an employee to view details and to create the template based hire.

Preparer Needed			Customize | Find | ⧉ | 🎞 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**

New Window | ? Help

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	**Full/Part Time:**	F
Job Code:	41247 PROGRAM ASSOCIATE II	**Comp Rate:**	
Union Code:	021 URA-AFT Administrative		
Salary Admin Plan:	W375 **Salary Grade:** 03 **Step:** 0	**Standard Hours:**	

Citizenship Information

US Citizen: Yes

Create Template

Review Data – Click: **Create Template**
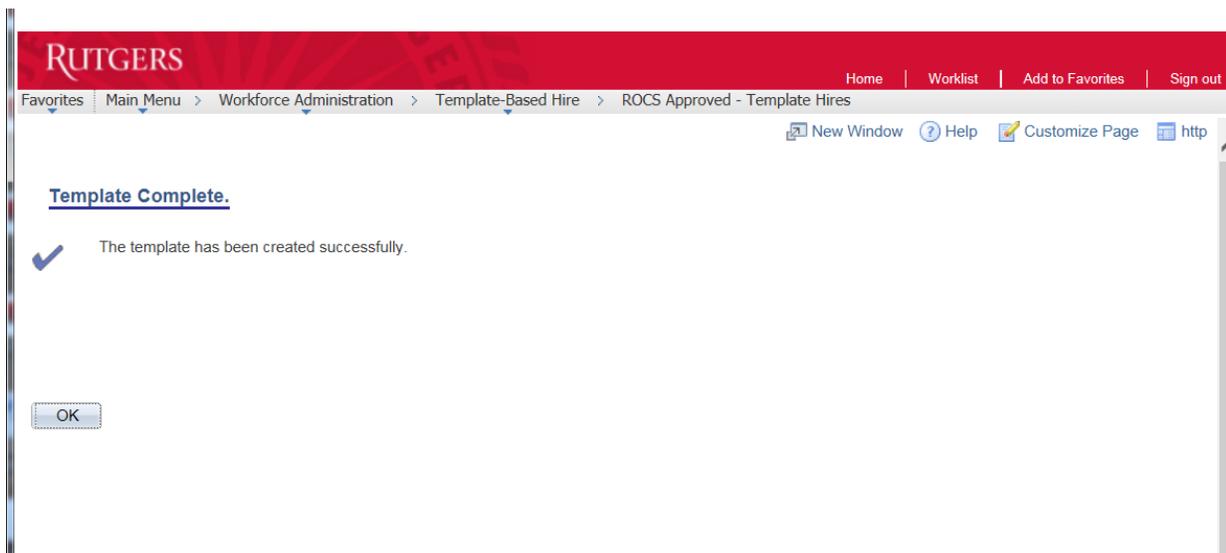
ROC Template Complete – Confirmation Screen

Click: **OK**
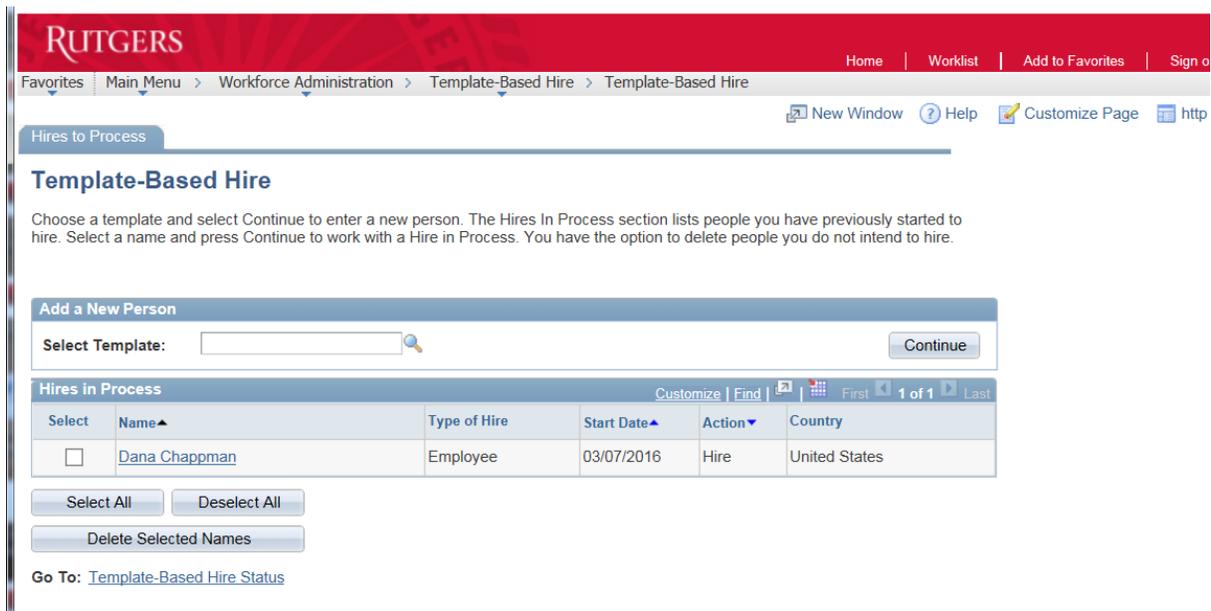
Navigate: **Workforce Administration>Template Based Hire>Template Based Hire**

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

National ID

Social Security Numbers are not downloaded from ROCS – Please Enter

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)

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

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**

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.