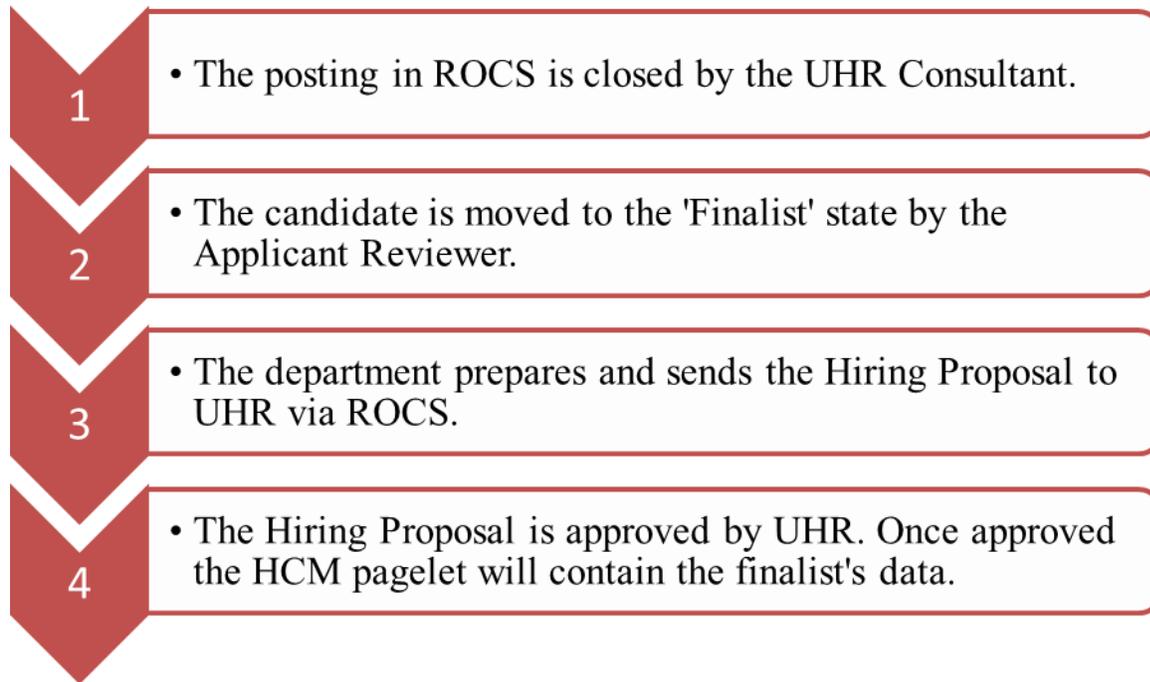


Beginning Wednesday, March 16, 2016, ROCS will automatically populate certain fields in the appropriate HCM new hire template when a hiring proposal is approved for Class 1 Staff positions, for new employees who applied with United States home addresses in ROCS. This tool will take specific data fields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

**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
<b>My Terminations Pending BC-10</b>					
Name	Job Title	Department	Termination Date		
<a href="#">Judy Karwowski</a>	SECRETARIAL ASST III	SAS - English Writing Program	02/01/2015		
<a href="#">Jason Gulya</a>	PART TIME LECTURER	SAS - English	05/04/2015		
<a href="#">Cheryl Robinson</a>	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	<a href="#">Servo Fitcher</a>	03/01/2016
10331	<a href="#">Servo Fitcher</a>	03/01/2016
10331	<a href="#">Servo Fitcher</a>	03/01/2016
10331	<a href="#">Dana Chappman</a>	03/07/2016
10331	<a href="#">Dana Chappman</a>	03/07/2016

[View All "ROCS Approved - Template Hires"](#)

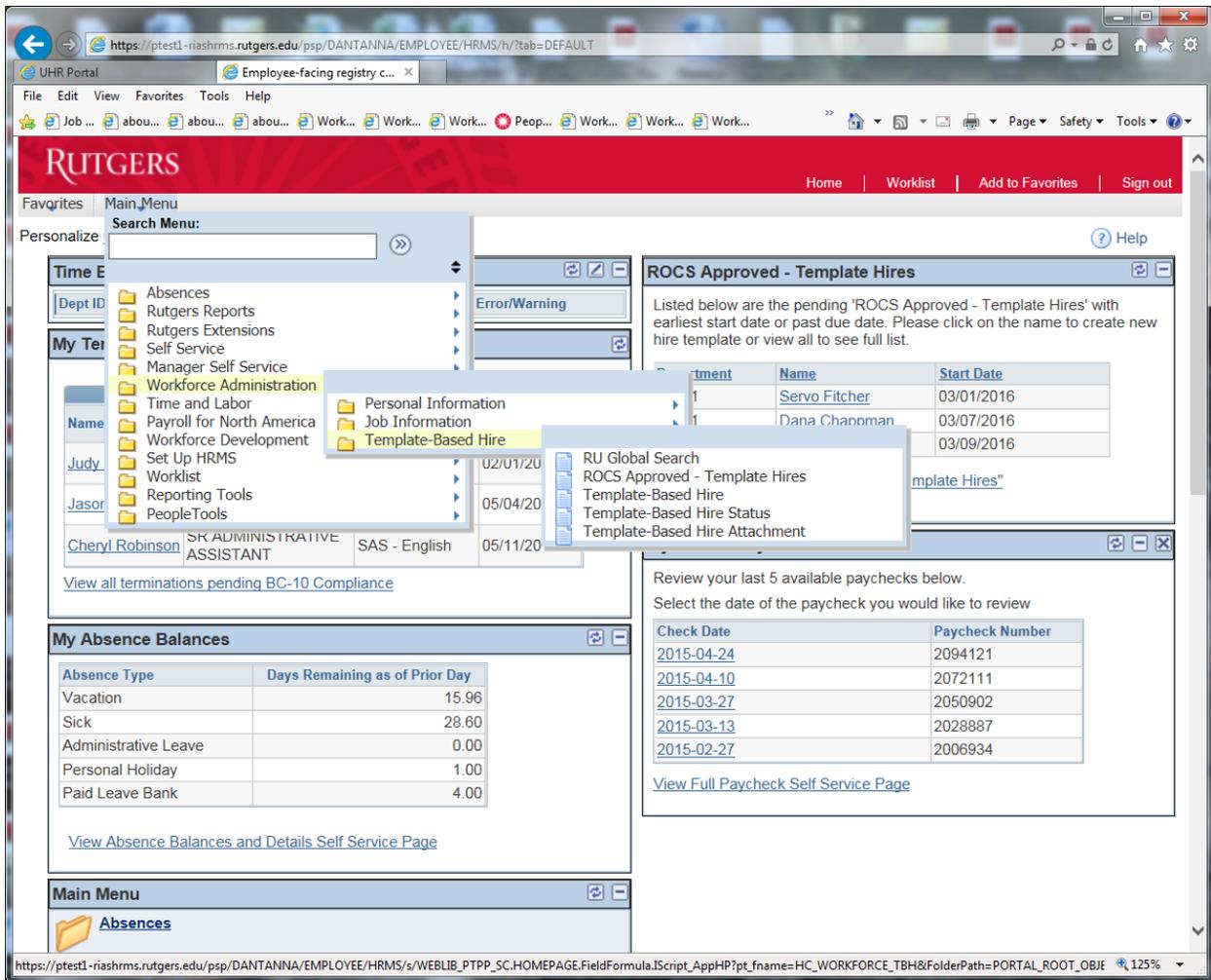
#### My Recent Paychecks

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

Check Date	Paycheck Number
<a href="#">2015-04-24</a>	2094121
<a href="#">2015-04-10</a>	2072111
<a href="#">2015-03-27</a>	2050902
<a href="#">2015-03-13</a>	2028887
<a href="#">2015-02-27</a>	2006934

[View Full Paycheck Self Service Page](#)

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**

**RUTGERS** Home Worklist Add to Favorites Sign out

Favorites Main Menu > 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				
Name	Department	Start Date	Job Code Description	Template
<a href="#">Dana Chappman</a>	10331	03/07/2016	PROGRAM ASSOCIATE II	CLASS1_REGULAR
<a href="#">Pax Telemund</a>	10331	03/09/2016	PROGRAM ASSOCIATE II	CLASS1_REGULAR
<a href="#">Servo Fitcher</a>	10331	03/01/2016	PROGRAM ASSOCIATE II	CLASS1_REGULAR

Notify

Select Employee – Click: **Employee's Name**

**RUTGERS** Home Worklist

Favorites Main Menu > Workforce Administration > Template-Based Hire > ROCS Approved - Template Hires

New Window Help

### Load Template Based Hire

Template: CLASS1\_REGULAR

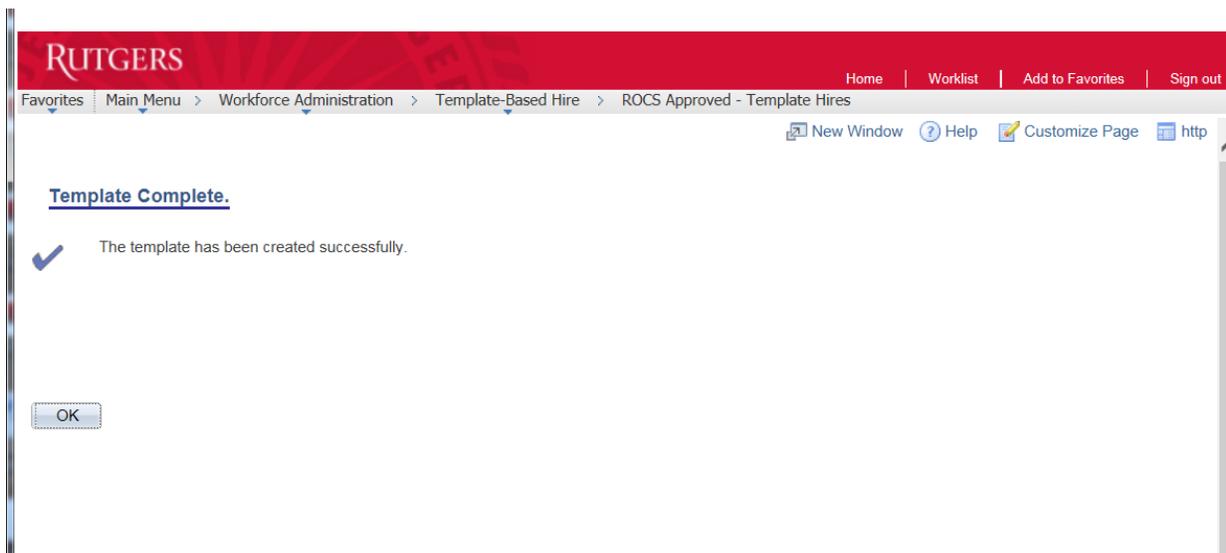
Personal Information			
First Name:	Dana	Middle Name:	
Last Name:	Chappman	Phone:	888-555-5555
Address Line 1:	10 Razia Street		
Address Line 2:			
City:	Stormborn	State:	FL
Country:	USA	Postal Code:	45236
Email Address:	dana@yahoo.com		
Date of Birth:		Gender:	F

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 Information	
US Citizen:	Yes

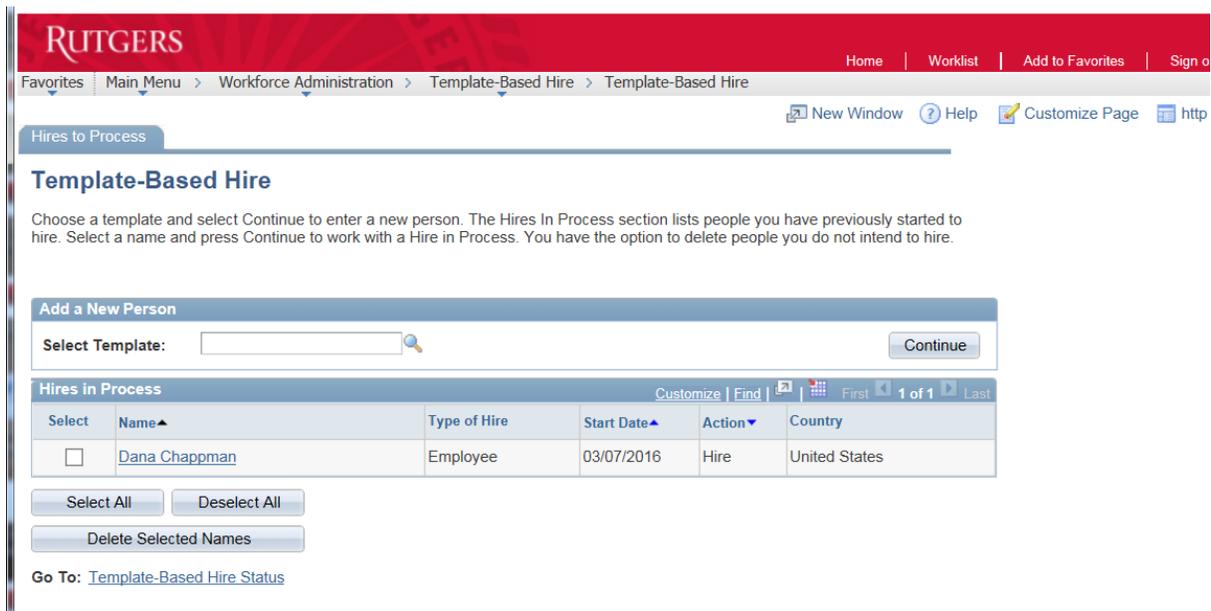
Create Template

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

**RUTGERS** Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Template-Based Hire > Template-Based Hire

new window | Help | Customize Page | ntp

### Template-Based Hire

#### Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.  
**Based on the data that you have entered, some fields will become required.** The system will notify you of those fields as you enter data.

National ID | Personal Information | Citizenship/Visa | Job Information | Template Status

**Hire Template Information**

<b>Template:</b>	Regular Staff Employees	<b>Effective Date:</b>	03/07/2016
------------------	-------------------------	------------------------	------------

**Employee Information**

**Social Security Number**

\*National ID:

**Comments**

Comments:

[Edit Hire Details](#)

\* Required Field

### National ID

Social Security Numbers are not downloaded from ROCS – Please Enter

**RUTGERS** Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Template-Based Hire > Template-Based Hire

Template: Regular Staff Employees      Effective Date: 03/07/2016

**Employee Information**

**National ID**

National ID: 222-33-6655

**Primary Name - English**

Name Prefix:

\*First Name: Dana

Middle Name:

\*Last Name: Chappman

Name Suffix:

**Birth Information**

\*Date of Birth:  

**Person Gender**

\*Gender: Female

**Person Address 01 - United States**

Address Type: Home

\*Address Line 1: 10 Razia Street

Address Line 2:

\*City: Stormborn

\*State: FL 

125%

## 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** Home | Worklist | Add to Favorites | Sign out

[Favorites](#) | [Main Menu](#) > [Workforce Administration](#) > [Template-Based Hire](#) > [Template-Based Hire](#)

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.  
**Based on the data that you have entered, some fields will become required.** The system will notify you of those fields as you enter data.

[National ID](#) | [Personal Information](#) | [Citizenship/Visa](#) | [Job Information](#) | [Template Status](#)

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**Hire Template Information**

**Template:** Regular Staff Employees      **Effective Date:** 03/07/2016

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**Employee Information**

**Citizenship Information**

\*US Citizen: Yes    
 \*Permanent US Resident (Non US Citizen): No        \*If no, enter Country of Residence: USA    
 \*Does person have a work Visa?: No

**Visa/Permit Information for Nonresidents**

Visa/Permit Type:    
 Date of Entry into Country:    
 Visa/Permit Status:    
 Status Date:    
 Status Expiration Date:

**Job Information - Job Code**

\*Job Code: 41247

**Comments**

Comments:

javascript:submitAction\_RBET(document.win0,"TAB\_BUTTON\_ID","CLASS1\_REGULAR#4"); 125%

## 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**

[Favorites](#) | [Main Menu](#) > [Workforce Administration](#) > [Template-Based Hire](#) > [Template-Based Hire](#)

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later. Based on the data that you have entered, some fields will become required. The system will notify you of those fields as you enter data.

[National ID](#) | [Personal Information](#) | [Citizenship/Visa](#) | [Job Information](#) | [Template Status](#)

**Hire Template Information**

Template: Regular Staff Employees      Effective Date: 03/07/2016

**Employee Information**

**Job Code Information**

Job Code: 41247      Description: PROGRAM ASSOCIATE II  
 Standard Hours:      FLSA Status: Nonexempt  
 Union Code: 021

**Work Location - Position Data**

Position Entry Date: 03/07/2016

**Work Location - Expected Job End Date**

Expected Job End Date:

**Work Location - Job Fields**

\*Department:       \*Location Code:

**Job Information - Reporting Information**

Supervisor ID:

**Job Information - Status**

Full/Part Time: Full-Time

If part-time, input standard hours reduced proportionate to part time %.

\*Standard Hours:

**Job - Payroll Information**

\*Pay Group:       Employee Type: S  
 \*Tax Location Code:

**Job Compensation - Pay Components**

\*Compensation Rate:

**Job Attachment Required**

\*Job Attachment Exists:

**Comments**

Comments:

[Edit Hire Details](#)

\* 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 Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Template-Based Hire > Template-Based Hire

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 select Save for Later.  
**Based on the data that you have entered, some fields will become required.** The system will notify you of those fields as you enter data.

National ID | Personal Information | Citizenship/Visa | Job Information | **Template Status**

**Hire Template Information**

Template: Regular Staff Employees      Effective Date: 03/07/2016

**Employee Information**

Template Status

\*Template Complete: Yes

Comments

Comments:

[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.