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:
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
Select Employee – Click: Employee’s Name

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.