

## Class 7 and 8 Posting Matrices

### Class 8 Matrix

Primary Appointment	Secondary Appointment	Class 8 Posting	Background Check	Unit Action for Secondary Appointment	UHR Action
<b>Class 8 (Teaching)</b>	No Secondary Appointment	Posting is required.	Candidate will be required to undergo a background check. Per policy, if a candidate has undergone a recent background check for another university appointment, FacultyCheck@hr.rutgers.edu will issue the Background Check Waiver.	<ul style="list-style-type: none"> <li>When using New Hire template, Background Check Certification and Offer Letter must be attached.</li> <li>Follow HCM reappointment process if there is an active record.</li> </ul>	UHR will validate if candidate has a primary appointment and will issue the Background Check Certification or initiate the background check as applicable.
<b>Class 8 (Non-Teaching)</b>	No Secondary Appointment	Posting is required if the candidate is a new employee or if the candidate holds an active primary Class 8 appointment with the university and has not undergone a background investigation.	Candidate will be required to undergo a background check. Per policy, if a candidate has undergone a recent background check for another university appointment, FacultyCheck@hr.rutgers.edu will issue the Background Check Waiver.	<ul style="list-style-type: none"> <li>When using New Hire template, Background Check Certification and Offer Letter must be attached.</li> <li>Follow HCM reappointment process if there is an active record.</li> </ul>	UHR will validate if candidate has a primary appointment and will issue the Background Check Certification or initiate the background check as applicable.

<p><b>Class 1</b></p>	<p>Class 8 (Teaching)</p>	<p>Posting is required if this is a <b>new</b> secondary Class 8 appointment. If the Class 1 employee holds an active Class 8 appointment in HCM and is entering the <b>same</b> Class 8 appointment, a posting is not required. If the Class 1 employee who possesses a <b>terminated</b> secondary Class 8 appointment in HCM is being reappointed to the same Class 8 appointment, they are not required to apply through ROCS. For terminated Class 8 appointments, please use the blanket Background Investigation (BGI) Waiver to process the new Template-Based Hires (TBH) in HCM.</p>	<p>Not required</p>	<ul style="list-style-type: none"> <li>• When using New Hire template, Background Check Certification and Offer Letter must be attached.</li> <li>• Blanket Background Investigation Waivers can be obtained via email from: <a href="mailto:facultycheck@hr.rutgers.edu">facultycheck@hr.rutgers.edu</a>.</li> <li>• Follow HCM reappointment process if there is an active record.</li> </ul>	<p>UHR will validate if candidate has a primary appointment and will issue the Background Check Certification as applicable.</p>
<p><b>Class 1</b></p>	<p>Class 8 (Non-Teaching)</p>	<p>Posting is not required.</p>	<p>Not required.</p>	<ul style="list-style-type: none"> <li>• When using New Hire template, Background Check Certification and Offer Letter must be attached.</li> <li>• Follow HCM reappointment process if there is an active record.</li> </ul>	<p>UHR will validate if candidate has a primary appointment and will issue the Background Check Certification as applicable.</p>

<b>Class 7</b> <b>Class 8</b> <b>Class 9</b>	Class 8 (Teaching)	Posting is required.	<p>Candidate will be required to undergo a background check. Per policy, if a candidate has undergone a recent background check for another university appointment, FacultyCheck@hr.rutgers.edu will issue the Background Check Waiver.</p> <p><u>If the Class 7 employee has worked the previous semester and holds an active appointment in HCM, a BGI is not required.</u></p>	<ul style="list-style-type: none"> <li>• When using New Hire template, Background Check Certification and Offer Letter must be attached.</li> <li>• Follow HCM reappointment process if there is an active record.</li> </ul>	UHR will validate if candidate has a primary appointment and will issue the Background Check Certification or initiate the background check as applicable.
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**Class 7 Matrix**

Primary Appointment	Secondary Appointment	Class 7 Posting	Background Check	Unit Action for Secondary Appointment	UHR Action
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**Class 7**

No Secondary Appointment

Posting is required.

Candidate will be required to undergo a background check if they did not previously undergo a background check and did not work the previous semester. Per policy, if a candidate has undergone a recent background check for another university appointment, FacultyCheck@hr.rutgers.edu will issue the Background Check Waiver.

- When using New Hire template, Background Check Certification and Offer Letter must be attached.
- Follow HCM reappointment process if there is an active record.

UHR will validate if candidate has a primary appointment and will issue the Background Check Certification or initiate the background check as applicable.