

Core Services

EAS systems provide the core application services that support the "running of the university" including administration of students from the time they are prospectives through graduation, administration of faculty and staff, university financial management and a variety of auxiliary services.

Auxiliary Systems

Various online application services support University "auxiliary" operations. Online services are available for the Parking Office to view details of parking permits and violations. Students and faculty, in turn, may use the [Parking Department's](#) web services to pay for parking permits and citations. Online services are also available for the Telephone Office, who may view and update information on the University telephones.

Budget Preparation & Management

The Online Working Budget System (OWBS) supports the Controller's Office, the Office of Budget and Resource Studies and Rutgers departments. It provides authorized users with inquiry and updating functions during the non-salary working budget cycle. Online services allow authorized users to create, analyze, approve and adjust budgets.

Batch services include the annual creation of the working budget, weekly updates of general ledger and salary actuals for reporting purposes and generation of monthly budgetary control reports.

Central Authentication System (CAS)

CAS is a single sign-on service for web-enabled applications. It allows users to authenticate once and automatically be logged into additional applications for the duration of the browser session.

College Assessment Research

The College Assessment Research System (CARS) supports the Office of Institutional Research. Online services allow authorized users to view demographic data from the SRDB and test scores and placements for English, Mathematics and Foreign Languages for first time and transfer students. The placement information is also used by the [Web Registration System](#) for course enrollment decision making.

Batch services include generation of a series of reports used by university departments to place and advise students in registration decisions.

Course & Room Scheduling Systems

The Course and Room Scheduling Systems support the University Scheduling Office. Online services allow authorized users to view and update course/section data, assign prerequisite and special permission numbers for courses, view schedules for a given classroom, search for classroom availability, make classroom assignments, view and update building/room information, view and update course scheduling assignments, assign rooms for special events, and view and enter details for special events.

Batch services include initializing new terms for classroom, special events and final exam assignments and generation of master course listings, scheduling construction sheets, event confirmation notices, classroom change notices, space availability reports and data file creation for printing the official Schedule of Classes Catalog.

Data Dictionaries

Data fields and definitions are maintained for Student Services dictionaries (SRDB, SCHD, CHDB, CARS, SHOTS, ADM, FAMS) through a monthly update process. Requests for additions and updates to the dictionaries are received from the custodians of the various student databases. Paper copies are available by request. Online versions of the SRDB, SCHD and CHDB are available through TSO and CAVIEW. All the dictionaries are available on the dictionary web application with several searching strategies available. Changes are also made to the MARKIV file layout, which is then used to download data to the SRDB MARKIV flat file. The SRDB default screens are also updated through this process.

Educational Opportunity Fund System

Online screens for campus EOF offices are available to update the EOF data and to review historical data on EOF students. A reporting system runs weekly that tracks all potential EOF students progress through the Admission, Financial Aid and Registration processes for the Financial Aid office. There is also an annual report that runs from the SRDB checking annual progress for EOF students for the EOF department.

Financial Accounting

The Online Financial Information System (OFIS) supports the Controller's Office and Rutgers departments. OFIS provides access to University financial accounting, budget and payroll data. Online services provide authorized users with the ability to monitor budgets, actual expenditures and commitment information in the general ledger and to determine balance available at the individual account level or higher summary levels. In addition to general ledger inquiry, OFIS provides the ability to inquire on payroll distribution and budgetary line control.

Batch services include nightly updates of commitments and actuals to the general ledger, generation of monthly accounting reports and data files for Rutgers departments, annual creation of 1099 and 1042 reports and data files for the federal government, and receipt and loading of transactions from the departmental Grant Accounting System for chart of account maintenance and budget allotments for grant accounts.

Financial Aid Management

The Financial Aid Management System (FAMS) supports the University Office of Financial Aid. Online services allow authorized users to view and update student financial aid data, student award data, Direct Loan data and Pell grant data. Users can also track student-submitted documents as well as update fund balance information, specifications, and restrictions on a given fund.

FAMS batch services include processing student aid application data, packaging student awards, disbursing aid into students accounts and the general ledger, providing all necessary interfaces to federal and state lending programs and printing award letters, promissory notes, student employment authorizations, missing document letters and reconciliation reports.

Graduate Admissions Processing

The Graduate Admissions System supports the Graduate Admissions Office in various Enrollment Management activities. The Graduate Admissions batch processing system includes processing of applications submitted by students on paper and from the web. It also includes processing of fees received electronically from the Web Online Payment (WOLP) process. Also processed are admission test scores received electronically from multiple testing organizations. Various reports are created for Admission staff. On-line screen application data maintenance processes are provided. Several secure FTP data feeds to and from the Graduate departments are also provided.

Off-Campus Reporting

The Off-Campus Reporting System supports the Office of Budget and Resource Studies. This system runs in the fall, spring and summer to reflect head-counts, courses and credits by school for off/on campus students and courses.

Payroll / Human Resources

Services include the calculation of biweekly payrolls, the transmission of direct deposit funds, and the generation of payroll checks and W2 annual statements, data files for the State and Federal government, employee time reports and employee benefits reports, reports of retirement plans, time reporting, and benefits information.

RIAS Procure To Pay

The RIAS Procure to Pay system consists of seven integrated modules from the Oracle e-business suite of products which support the procure to pay business process at Rutgers University. The iProcurement module allows authorized users to requisition goods and services which are electronically routed through a streamlined departmental approval process to the University Purchasing department, or in the case of preferred suppliers, directly to the vendor.

The use of Oracle Exchange combined with iProcurement allows end users to search and select catalog items by supplier, description, or by commodity while shopping on supplier sites. The system provides inquiry capabilities as well as monitoring the status of requisitions in the approval process.

In addition to the requisitioning of goods and services from suppliers, procure to pay also supports the Quick Order and Check Request business processes as well as internal purchasing where departments can requisition goods and services from one another. The system is also used to process supplier invoices, pay suppliers, process travel and expense reimbursements for employees, and process student refunds.

The system is integrated with a document processing tool, Formscape, which is used to fax or email purchase orders directly to suppliers, email quick orders to departments, and print checks for suppliers, employees and students. Another function of this system is to interface requisition and purchase commitments as well as actual expenditures to the financial accounting system.

Student Billing & Payment Processing

The Student Accounts Receivable (SAR) System supports the University Student Financial Services (SFS) Office. SAR processes transactions related to student billing and accounts receivable and is tightly integrated with SIMS and FAMS. Online SAR application services provide authorized users the ability to view student charges and credits, make adjustments to student accounts, create or cancel student refund checks, create financial holds for individual students, and update control dates that define designated time periods when adjustments and exceptions are allowed.

SAR batch services include the calculation of term bills and student refunds and the generation of term bills. SAR also provides an interface to a commercial product licensed by SFS for collection of transactions from the distributed network of SFS cash registers. This SAR interface collects student financial transaction data and books it to the Financial Accounting System (FAS) general ledger and to the SAR system.

Student Exchange Visitor Information System

On July 1, 2002, the U.S. Immigration and Naturalization Service (INS) began final implementation of the Student/Exchange Visitor Information System (SEVIS), a program that will electronically track in "real time" over 100 data elements on international students, scholars and their dependents who hold F-1, F-2, J-1 or J-2 nonimmigrant status.

SEVIS is the outcome of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, which mandated that such a tracking program be implemented by January 2003.

Vendor product processes transactions from the SRDB and sends to the INS for compliance review. Transactions and appropriate forms are returned to the product for acceptance and printing. This application is used by the admissions and international student offices on the three campuses.

Student Health System / Student Health Online Tracking System

The Student Health System supports the Rutgers campus health centers. A weekly data file created from the SRDB and Payroll presents health center staff with faculty, staff and student eligibility information. The Student Health System then uses this file in their own system to verify eligibility for health services.

The Student Health Online Tracking System (SHOTS) provides authorized users with the ability to input immunization data that is collected in accordance with the New Jersey Immunization Law and the University Immunization Compliance.

Batch services include the creation of weekly reports distributed to university health centers, compliance letters, and alerts through the myRutgers application for students who are out of compliance with requirements.

Student Information Management & Registration

The Student Information Management System (SIMS) supports the University Registrar's Office and has as its hub the Students Record Data Base (SRDB) which is the central data repository for student information and student records management. Online application services allow authorized users to search for, view and update student records data and student transcript and degree data. Users may also display enrollment and projected enrollment data, display commencement data, perform registration and add/drop for individual students, set registration restrictions for individual schools, request transcripts and certifications and set control dates that define designated registration, add/drop and withdrawal time periods.

SIMS batch services include term grade processing, calculation of degree credits and averages, registration cancellation for non-payment and academic or financial holds, the generation of student transcripts, class rosters, term grade reports, certifications, diplomas, academic warning notices, student enrollment reports, term grade mailers, registration cancellation notices and summer session classroom change notices.

Student Unit Record Enrollment (SURE)

The Student Unit Record Enrollment System provides enrollment and degree- awarded data to the Office of Institutional Research and the New Jersey Commission on Higher Education. This data is used for reporting institutional data to the US Department of Education, Integrated Post-Secondary Education Data System (IPEDS) for the Federal Government and official enrollment and degree statistics.

Undergraduate Admissions Processing

The Undergraduate Admissions System supports the Undergraduate Admissions Office in various

Enrollment Management activities. The Undergraduate Admissions batch processing system includes processing of applications submitted by students on the web and fees received electronically from the bank and from the Web Online Payment (WOLP) process. Also processed are admission test scores received from testing organizations, creation of student notification letters and admission certificates. Various reports are created for Admission staff. On-line screen application data maintenance processes are provided. Several secure FTP data feeds to and from the Undergraduate Admissions department are also provided.

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Questions/comments about this website can be directed to:

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