

Position Manager: LEC Request Process

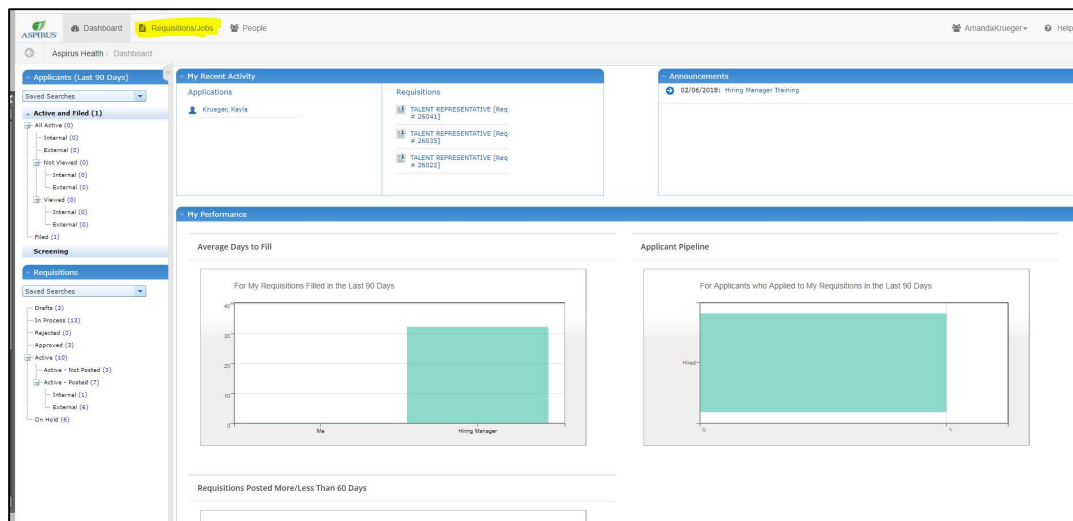
Logging in

The following link will be used by managers to log into Position Manager 11:

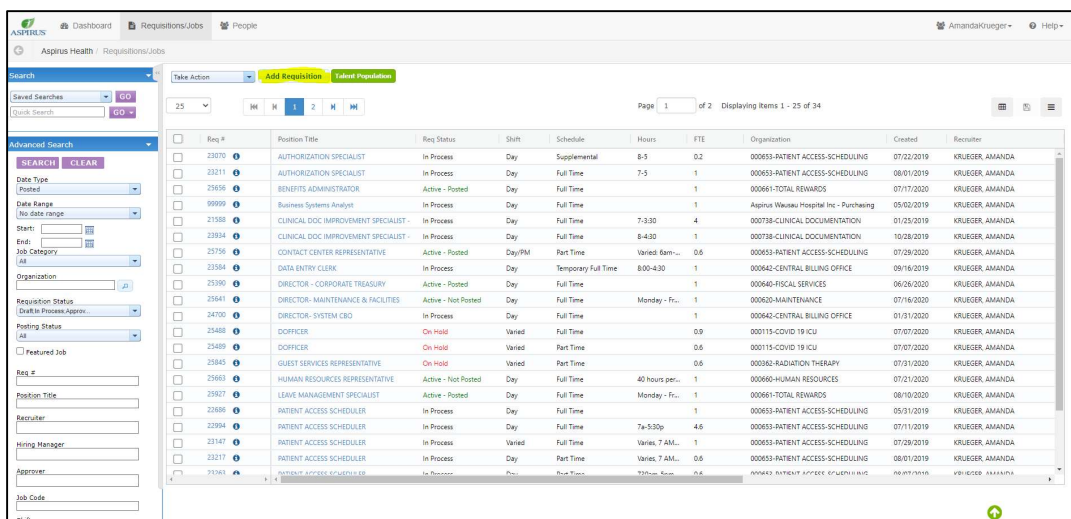
<https://pm.healthcaresource.com/PM/aspirus/account/logon>

Your username/password reflect your Aspirus Network ID and Password

Manager's log in and will see their home screen/dashboard, they should click on the Requisition/Jobs tab to enter a new requisition.



Once they click on the Requisitions/Jobs tab, they will be shown all of their current open positions (drafts, in-process, active-posted, active-not posted and on-hold). To request a new position, they will click on "Add Requisition"



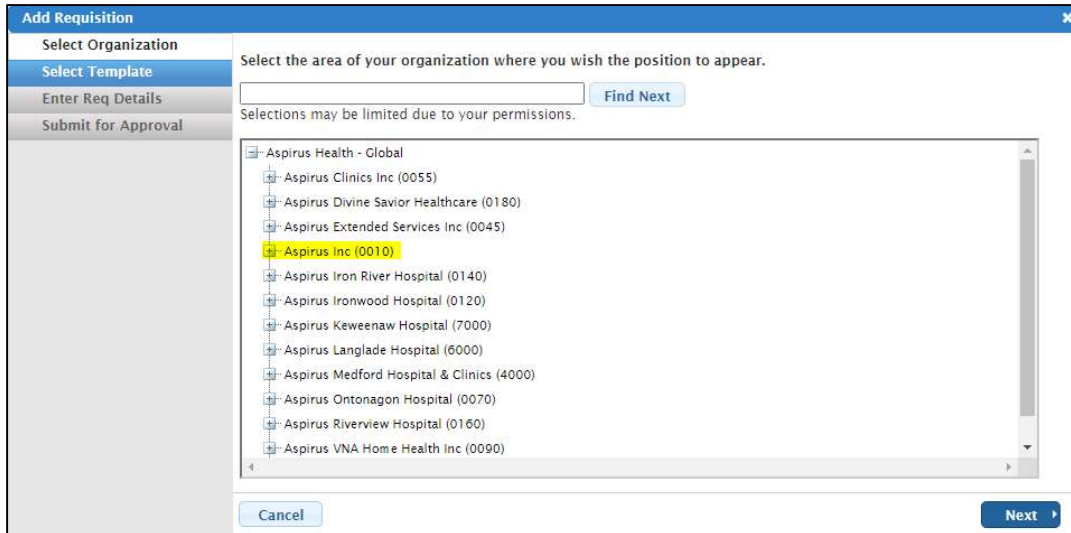
The screenshot shows the Aspirus Position Manager dashboard with the 'Requisitions/Jobs' tab selected. The 'Take Action' dropdown is set to 'Add Requisition'. The table below lists various requisitions with columns for Req #, Position Title, Req Status, Shift, Schedule, Hours, FTE, Organization, Created, and Recruiter.

Req #	Position Title	Req Status	Shift	Schedule	Hours	FTE	Organization	Created	Recruiter
23070	AUTHORIZATION SPECIALIST	In Process	Day	Supplemental	8-5	0.2	000653-PATIENT ACCESS-SCHEDULING	07/22/2019	KRUEGER, AMANDA
23211	AUTHORIZATION SPECIALIST	In Process	Day	Full Time	7-5	1	000653-PATIENT ACCESS-SCHEDULING	08/01/2019	KRUEGER, AMANDA
23636	BENEFITS ADMINISTRATOR	Active - Posted	Day	Full Time		1	000661-TOTAL REWARDS	07/17/2020	KRUEGER, AMANDA
99999	Business Systems Analyst	In Process	Day	Full Time		1	Aspirus Wausau Hospital Inc - Purchasing	05/02/2019	KRUEGER, AMANDA
23588	CLINICAL DOC IMPROVEMENT SPECIALIST -	In Process	Day	Full Time	7-330	4	000738-CLINICAL DOCUMENTATION	01/25/2019	KRUEGER, AMANDA
23834	CLINICAL DOC IMPROVEMENT SPECIALIST -	In Process	Day	Full Time	8-430	1	000738-CLINICAL DOCUMENTATION	10/28/2019	KRUEGER, AMANDA
23759	CONTACT CENTER REPRESENTATIVE	Active - Posted	Day/PM	Part Time	Varies 6am-...	0.6	000653-PATIENT ACCESS-SCHEDULING	07/29/2020	KRUEGER, AMANDA
23584	DATA ENTRY CLERK	In Process	Day	Temporary Full Time	8:00-4:30	1	000642-CENTRAL BILLING OFFICE	09/16/2019	KRUEGER, AMANDA
23390	DIRECTOR - CORPORATE TREASURY	Active - Posted	Day	Full Time		1	000640-FISCAL SERVICES	06/26/2020	KRUEGER, AMANDA
23641	DIRECTOR - MAINTENANCE & FACILITIES	Active - Not Posted	Day	Full Time	Monday - Fr...	1	000620-MAINTENANCE	07/16/2020	KRUEGER, AMANDA
24700	DIRECTOR - SYSTEM CBO	In Process	Day	Full Time		1	000642-CENTRAL BILLING OFFICE	01/31/2020	KRUEGER, AMANDA
23488	DOFFICER	On Hold	Varied	Full Time		0.9	000115-COVID 19 ICU	07/07/2020	KRUEGER, AMANDA
23489	DOFFICER	On Hold	Varied	Part Time		0.6	000115-COVID 19 ICU	07/07/2020	KRUEGER, AMANDA
23545	GUEST SERVICES REPRESENTATIVE	On Hold	Varied	Part Time		0.6	000382-RADIATION THERAPY	07/31/2020	KRUEGER, AMANDA
23663	HUMAN RESOURCES REPRESENTATIVE	Active - Not Posted	Day	Full Time	40 hours per...	1	000660-HUMAN RESOURCES	07/21/2020	KRUEGER, AMANDA
23627	LEAVE MANAGEMENT SPECIALIST	Active - Posted	Day	Full Time	Monday - Fr...	1	000661-TOTAL REWARDS	08/10/2020	KRUEGER, AMANDA
23686	PATIENT ACCESS SCHEDULER	In Process	Day	Full Time		1	000653-PATIENT ACCESS-SCHEDULING	05/31/2019	KRUEGER, AMANDA
23694	PATIENT ACCESS SCHEDULER	In Process	Day	Full Time	7a-530p	4.6	000653-PATIENT ACCESS-SCHEDULING	07/11/2019	KRUEGER, AMANDA
23147	PATIENT ACCESS SCHEDULER	In Process	Varied	Full Time	Varies, 7 AM...	1	000653-PATIENT ACCESS-SCHEDULING	07/29/2019	KRUEGER, AMANDA
23217	PATIENT ACCESS SCHEDULER	In Process	Day	Part Time	Varies, 7 AM...	0.6	000653-PATIENT ACCESS-SCHEDULING	08/01/2019	KRUEGER, AMANDA
71941	WASHOON APPOINTMENT SCHEDULING	In Process	Part Time	Part Time	Varies, 7 AM...	0.6	WASHOON APPOINTMENT SCHEDULING	08/01/2019	KRUEGER, AMANDA

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Select Organization

Managers will be required to select their facility (Business Unit) and their department.



Add Requisition

Select Organization

Select the area of your organization where you wish the position to appear.

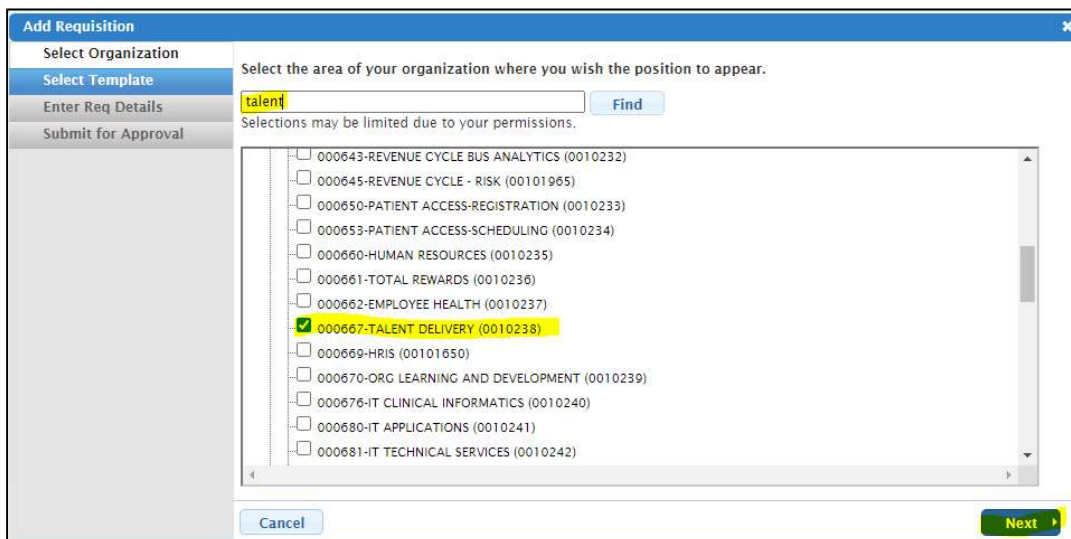
Find Next

Selections may be limited due to your permissions.

- Aspirus Health - Global
 - Aspirus Clinics Inc (0055)
 - Aspirus Divine Savior Healthcare (0180)
 - Aspirus Extended Services Inc (0045)
 - Aspirus Inc (0010)**
 - Aspirus Iron River Hospital (0140)
 - Aspirus Ironwood Hospital (0120)
 - Aspirus Keweenaw Hospital (7000)
 - Aspirus Langlade Hospital (6000)
 - Aspirus Medford Hospital & Clinics (4000)
 - Aspirus Ontonagon Hospital (0070)
 - Aspirus Riverview Hospital (0160)
 - Aspirus VNA Home Health Inc (0090)

Cancel Next

A great feature to note is the keyword feature, once their Business Unit is selected:



Add Requisition

Select Organization

Select the area of your organization where you wish the position to appear.

talent Find

Selections may be limited due to your permissions.

- ☐ 000643-REVENUE CYCLE BUS ANALYTICS (0010232)
- ☐ 000645-REVENUE CYCLE - RISK (00101965)
- ☐ 000650-PATIENT ACCESS-REGISTRATION (0010233)
- ☐ 000653-PATIENT ACCESS-SCHEDULING (0010234)
- ☐ 000660-HUMAN RESOURCES (0010235)
- ☐ 000661-TOTAL REWARDS (0010236)
- ☐ 000662-EMPLOYEE HEALTH (0010237)
- ☒ **000667-TALENT DELIVERY (0010238)**
- ☐ 000669-HRIS (00101650)
- ☐ 000670-ORG LEARNING AND DEVELOPMENT (0010239)
- ☐ 000676-IT CLINICAL INFORMATICS (0010240)
- ☐ 000680-IT APPLICATIONS (0010241)
- ☐ 000681-IT TECHNICAL SERVICES (0010242)

Cancel Next

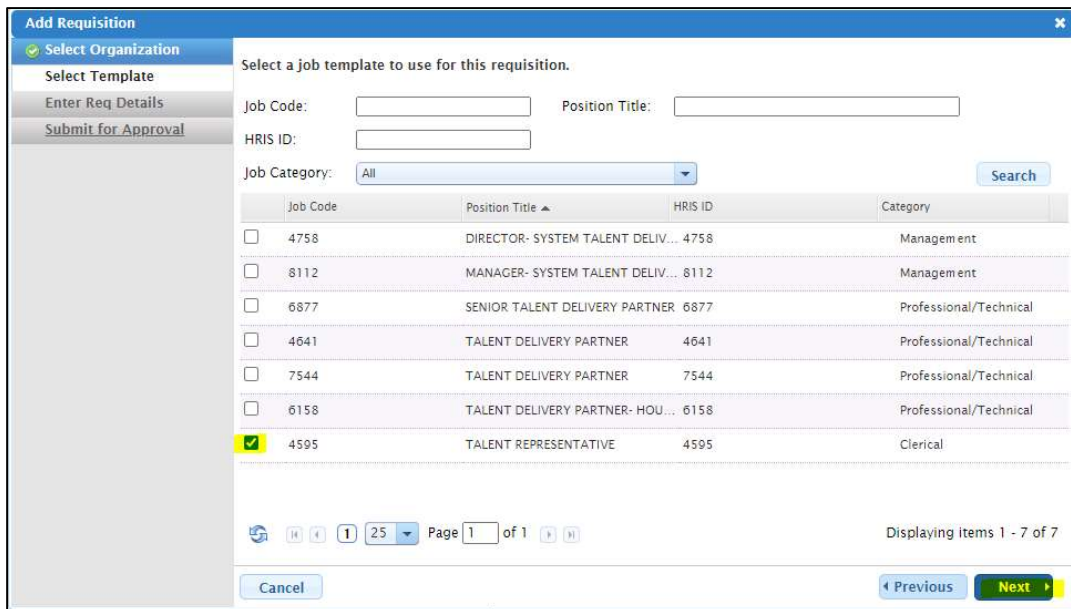
Position Manager: LEC Request Process

Select Template

The “template” in Position Manager 11 is the position they are requesting.

The positions listed in Position Manager 11, flow over from GHR. All active positions in GHR will appear under the department. It is important for managers to select the accurate position, as this is the position that candidates will be hired into when an offer is accepted.

Positions that do not exist in GHR are unable to be requested through PM 11. Managers will have to work with their HRBPs to create a new position, before requesting. New positions will be updated daily by 5pm from GHR to PM.



Job Code	Position Title	HRIS ID	Category
<input type="checkbox"/> 4758	DIRECTOR- SYSTEM TALENT DELIV...	4758	Management
<input type="checkbox"/> 8112	MANAGER- SYSTEM TALENT DELIV...	8112	Management
<input type="checkbox"/> 6877	SENIOR TALENT DELIVERY PARTNER	6877	Professional/Technical
<input type="checkbox"/> 4641	TALENT DELIVERY PARTNER	4641	Professional/Technical
<input type="checkbox"/> 7544	TALENT DELIVERY PARTNER	7544	Professional/Technical
<input type="checkbox"/> 6158	TALENT DELIVERY PARTNER- HOU...	6158	Professional/Technical
<input checked="" type="checkbox"/> 4595	TALENT REPRESENTATIVE	4595	Clerical

Position Manager: LEC Request Process

Enter Req Details

The requisition form was custom made to fit the needs of Aspirus. All fields with an * are required.

Manager's will have the ability to choose who the hiring manger is and who the recruiter is.

Add Requisition
Select Organization
Select Template
Enter Req Details
Submit for Approval

000667-TALENT DELIVERY (0010238)
Enter Requisition Details
Standard Information
Requisition Number 26047
* Hiring Manager KRUEGER, AMANDA x
* Recruiter Krueger, Kayla x
HRIS ID 4595
* Position Title TALENT REPRESENTATIVE (4595)
* Organization 000667-TALENT DELIVERY (0010238)
* Created Date 11/05/2020
Requisition Details
*Type of Request
☒ New Position
☐ Replacement
☐ FTE Increase of Current Employee
☐ Modify Current Requisition
☐ Temporary Staffing Need
If Replacement, who
Locate the Type of Request selected above and within the following 4 fields please provide the additional information requested.
*If the matching field is not populated below this requisition will be rejected.
FTE Increase of Current Employee
Affected Employee
Current FTE
Future FTE
Temporary Staffing Need
☐ Contract Employee
☐ Staffing Agency (Temp to hire)
☐ Temporary Aspirus Employee
Modify Current Requisition #
Position Information
*FTE 1.00
*Hours/Pay Period 80
Conversion Chart
FTE = Hrs/PP
1.0 = 80
0.9 = 72
0.8 = 64
0.7 = 56
0.6 = 48
0.5 = 40
0.4 = 32
0.3 = 24
0.2 = 16
0.1 = 8
*Union ☐ Yes ☒ No

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*Union ☐ Yes ☒ No

*Status **Full Time**

*Shift **Day**

Scheduled Hours **Mon-Fri, 8am-5pm**
*Appears on Career Site.
Ex. Mon-Fri, 8am-5pm*

*Weekend Rotation ☐ Yes ☒ No
If Yes, what is the rotation

*Holiday Rotation ☒ No ☐ Yes
If Yes, what is the rotation

*On Call Rotation ☒ No ☐ Yes
If Yes, what is the rotation

*Work from home ☒ No ☐ Yes

*Physical Work Location **Corporate Office**

*How does this request meet the Critical Vacancy Definition
☐ Direct Patient Care
☐ Ancillary Services directly supporting patient ca
☒ Vital Service where basic operations of organization

Productivity
 Productivity Bench Marks ☐ Truven ☐ ActionOI ☐ Brady ☒ Other
 Benchmark Percentile Rank ☒ 25 ☐ 50 ☐ 75
 Dept Productivity Index to Budget

Hours
 *Average OT Hours Weekly **20**
 *Average Low Census Hours Weekly **0**
 *Current Number of Contract Employees **0**

Budget
 Department Income/(Loss)

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Budget			
Department Income/(Loss)			
MTD Actual	<input type="text"/>	MTD Budget	<input type="text"/>
YTD Actual	<input type="text"/>	YTD Budget	<input type="text"/>
Volumes			
MTD Actual	<input type="text"/>	MTD Budget	<input type="text"/>
YTD Actual	<input type="text"/>	YTD Budget	<input type="text"/>
FTE			
MTD Actual	<input type="text"/>	MTD Budget	<input type="text"/>
YTD Actual	<input type="text"/>	YTD Budget	<input type="text"/>
WHPUOS (clinics)			
MTD Actual	<input type="text"/>	MTD Budget	<input type="text"/>
YTD Actual	<input type="text"/>	YTD Budget	<input type="text"/>
*1-Up Approval is required. Check Yes if your 1-Up has approved. <input type="radio"/> No <input type="radio"/> Yes			
Last Justification			
<input type="text"/>			
Feel free to upload any attachments that may help your justification. <div> Documents <p>Up to 3 files with a maximum size of 5MB each may be attached to this requisition. Filenames exceeding 200 characters will be truncated. Acceptable file formats: .doc, .docx, .pdf, .htm, .html, .rtf, .txt, .xls, .xlsx, .ppt, .pptx, .jpg, .jpeg, .bmp, .png, .img, .tif</p> <p>Upload Document</p> <p>There were no documents found.</p> </div>			
<input type="button" value="Cancel"/>		<input type="button" value="Save as Draft"/>	
		<input type="button" value="Previous"/> <input type="button" value="Next"/>	

- *You are able to upload up to three documents
- It is suggested to upload a SBAR if the position is required to go to SLEC
- It is suggested to upload a Job Description if it is a new position

If your 1-up requires you to send them this information prior to submitting to LEC, you will "Save as Draft," Enter into the requisition again, hit "Take Action" and "Print." You will be able to come back to your drafts to submit at a later date, if needed.


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Next to Approve

Please select the Business Unit LEC that is appropriate.



If all fields have been completed appropriately, you will receive a pop-up confirmation:



Please refer to the .pdf provided by HealthCareSource
“QuickStart_CreateRequisitionsforHiringManagers” for additional information.

If you have questions about this process or would like more information, please contact the appropriate Talent Delivery Partner.