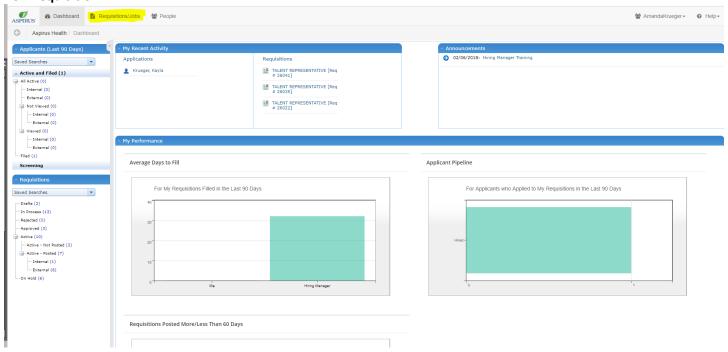
Logging in

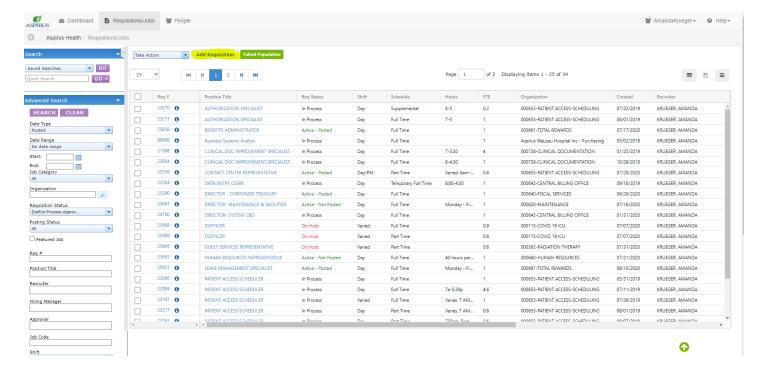
The following link will be used by managers to log into Position Manager 11: https://pm.healthcaresource.com/PM/aspirus/account/logon

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.

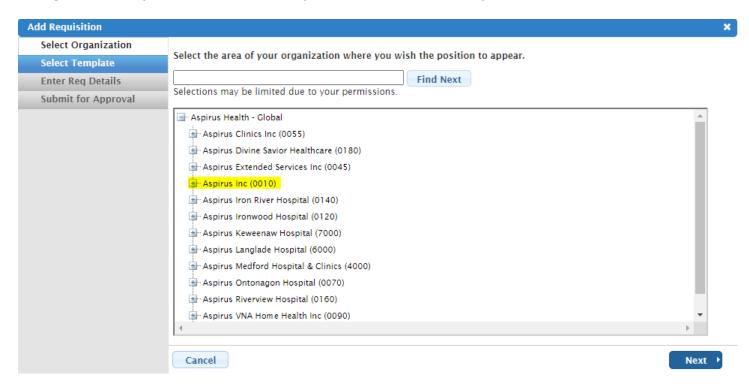


Once they click on the Requisitions/Jobs tab, they will be shown all of their current open positions (drafts, in-process, active-posted, active-not posted and on-hold). To request a new position, they will click on "Add Requisition"

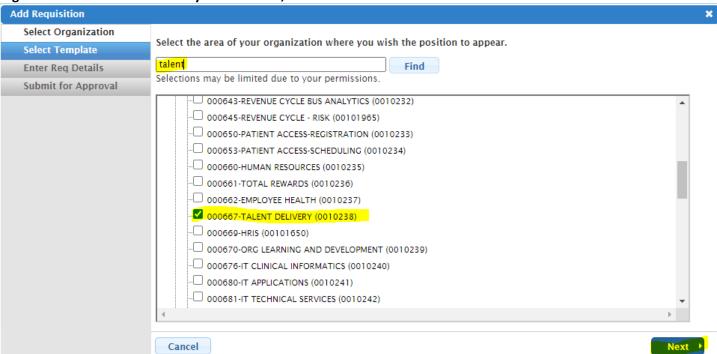


Select Organization:

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



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



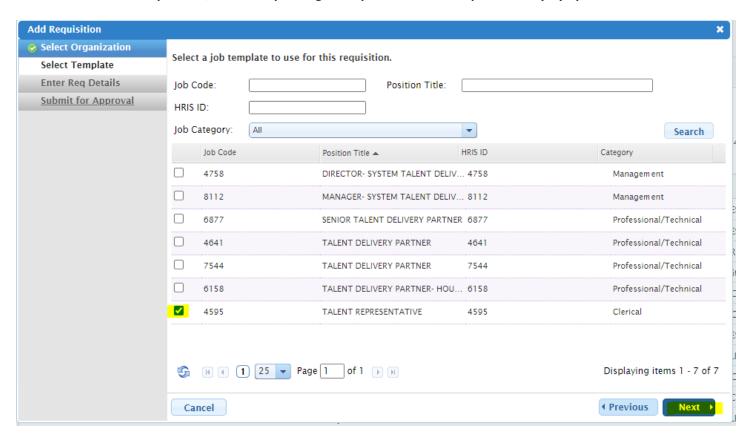
Position Manager Managers - LEC Request Process

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.

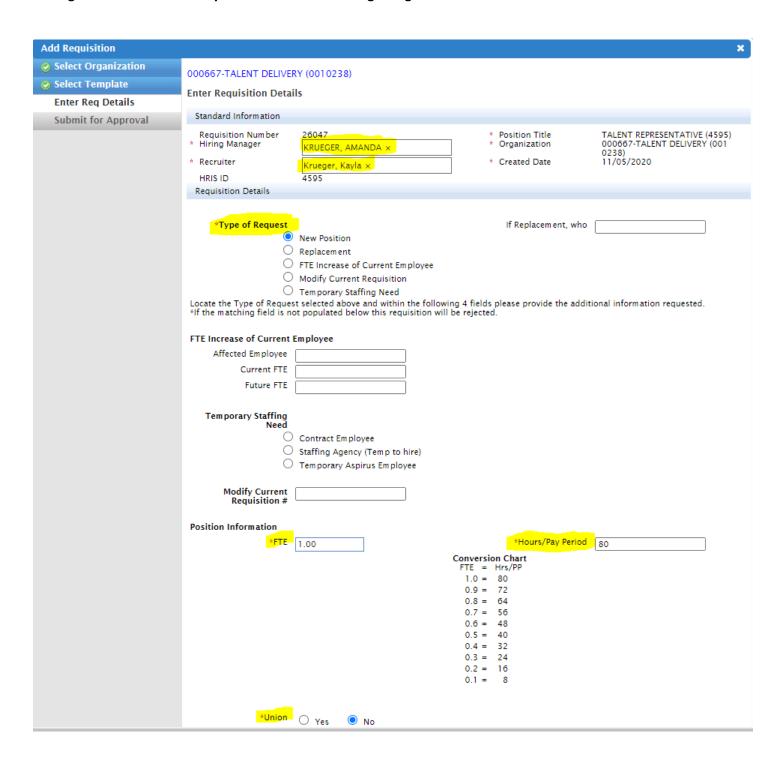


Position Manager Managers - LEC Request Process

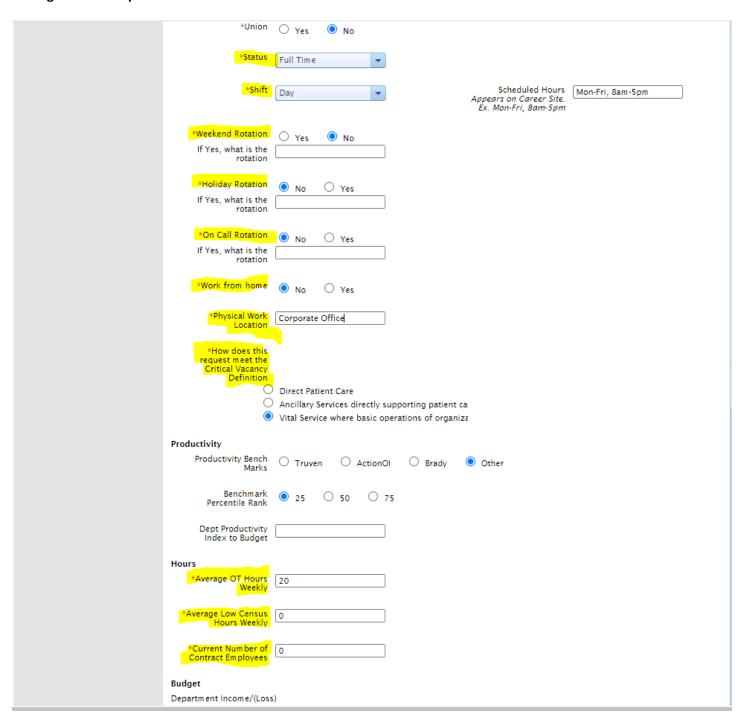
Enter Req Details:

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.



Position Manager Managers - LEC Request Process



Position Manager

Managers - LEC Request Process

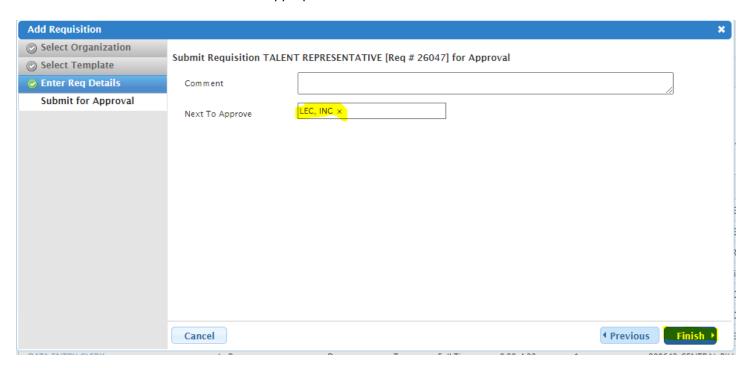
Budget			
Department Income/(Loss	.)		
MTD Actual		MTD Budget	
YTD Actual		YTD Budget	
Volumes			
MTD Actual		MTD Budget	
YTD Actual		YTD Budget	
FTE			
MTD Actual		MTD Budget	
YTD Actual		YTD Budget	
WUBUGO (-lt-t)			
WHPUOS (clinics) MTD Actual		MTD Budget	
YTD Actual		YTD Budget	
TTD Actual		110 budget	
*1-Up Approval is required. Check Yes if your 1-Up has approved	○ No ○ Yes		
Last Justification			
Feel free to upload any attachments that may help your justification.			
Documents			
Up to 3 files with a maximum size of 5MB each may be attached to this requisition. Filenames exceeding 200 characters will be tru Acceptable file formats: .doc,.docx,.pdf,.htm,.html,.rtf,.txt,.xls,.xlsx,.ppt,.pptx,.jpg,.jpeg,.bmp,.png,.img,.tif			
Upload Document			
There were no documents found.			
1			•
Cancel Save as	Draft		◆ Previous 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.

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.