

Manager Information

Date: 4/14/14 Executive Name: H. Robertshaw

Corporation: [ ] CCC (02) [ ] Foundation (07) [X] Hospital (01) [ ] Properties (06) [ ] Sr. Community (18) [ ] System (14)

Dept Name: ZW Dept. #: 01.621 RECEIVED

Job Title: RN PC #: 1373 APR 28 2014

Replacing: New Position Transfer Date: ASSOCIATE SERVICES

Termination Date: Termination Reason:

Status: [X] FT [ ] PT [ ] PD [ ] TAR [ ] Temp

# Hours worked Biweekly: [ ] 8 [ ] 40 [X] 72 [ ] 80 [ ] Other

Schedule: [X] Days [ ] Even [ ] Nights [ ] Other: Monday E-N

New Position: [X] Yes [ ] No (attach new position request form if needed)

Job Description: [ ] Revised/Attached [X] Same

Physical Job Profile: [ ] Revised/Attached [X] Same

Responsibilities:

Requirements:

Approvals

Department Leader: [Signature] Date: 4/14/14
Executive: Hazel Robertshaw Date: 4/15/14
Recruiter: [Signature] Date: 4/28/14

Human Resource Information

Job Number: 208 Posted in Ultipro by: [Signature] Date: 4/28/14
Posted: By/ Date for E-mail: [Signature] 4-29-14 By/ Date sent to Vet Outreach: 4-29-14
Requisition # 14-0145

2W RN 0.9 FTE 4,28,14

**New Position Request/Change in Pay or Title Request/Reallocation of FTE hrs Request**

**Legend:**

Yellow areas: completed by requesting Manager/Director
Blue areas: completed by Associate Services
Green Areas: completed by reviewers
<b>Auto calculation; do not overwrite these cells</b>

Submitted by: **Elizabeth Alexander**

Type of Request (complete page per req) **New Position or add unbudgeted hrs to current position**

Corporation **Hospital**

Department Number **01.621**

Recruiter **Deb Gollus**

Date Initiated **4/22/2014**

Proposed date for PRC\* presentation

**Process Overview:**  
**Responsible Party:**

Submitter
Recruiter
Sue Kirkwood
Submitter
Mark Prunoske, CFO
Janet Kerr (PMO)
VP
Sr VP
CEO
Sue Kirkwood
Submitter

Task(s) for completion (click on cell to get directions)

Recruiter	D Gollus 4/22/14
Sue	
Mark	Janet Kerr 4.28.14
Janet	VP
Sr VP	Michael Stapleton 4/28/14
CEO	
Sue	

notes: this document is to be attached to an email

When adding information, data/sign-offs to a current attachment:

save info, close file, then forward email to keep the attachment

Use the justification box for text stating why you are making the request

Follow-up monthly on ROI progress (process TBD)

NOTE: \* PRC = Productivity Review Committee; meets the third Tuesday of the month. Agendas are completed one week in advance (second Tuesday of the month.) Contact Janet Kerr to be put on the agenda x6103