

**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>

**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**

Submitted by:	Hazel Robertshaw
Type of Request (complete page per req)	New Position or add unbudgeted hrs to current position
Corporation	Hospital
Department Number	01.600
Recruiter	Deb Gollus
Date Initiated	9.6.13
Proposed date for PRC* presentation	9.24.13

**Process Overview:**

Responsible Party	Task(s) for completion (click on cell to get directions)
Submitter	
Recruiter	
Sue Kirkwood	
Submitter	
Mark Prunoske, CFO	
Janet Kerr (PMO)	
VP	
Sr VP	
CEO	
Sue Kirkwood	
Submitter	

**sign-off/date**

Recruiter	
Sue	
Mark	
Janet	
VP	Hazel Robertshaw 9/13/13
Sr VP	
CEO	
Sue	

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