

Recruiting: Position Overlap

What is Position Overlap?

Each worker sits in a **position** (P-#####). Typically, a position can only hold one worker at a time.

Position Overlap allows two individuals to occupy the same position for a limited amount of time. You may overlap workers in the same position to meet different staffing needs.

THE TERMS FOR POSITION OVERLAP INCLUDE:

Principal Worker = original worker in this position

Overlap Worker = secondary worker who will be assuming this position

Overlapped Position = original position



Note: Position overlap is only available for the positions that fall under supervisory organizations whose ID **does not** begin with “JM”.

How to Fill an Overlapped Position

There are three situations where using the overlap option is available.

Click the link below that best represents your situation to jump to that section of the job aid.

- [Train a replacement before a worker transfers to another job](#)
- [Train a replacement before a worker leaves the company](#)
- [Backfill a position while a worker takes a leave of absence](#)

Click the link below if you missed selecting the Overlap option.

- [Missed selecting the option to Overlap](#)

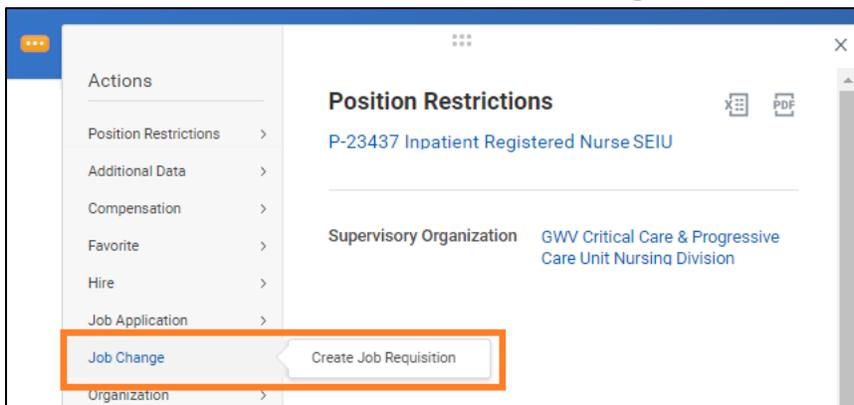
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TRAIN A REPLACEMENT BEFORE A WORKER TRANSFERS TO ANOTHER JOB

1. Ensure the Overlapped Position is vacant. Using the Workday search bar, locate and open the profile of the person who is transferring.
2. In the Job Details section on the right of the profile, click the name of the Position.
3. Confirm that you see a “Position Vacate” date next to the Position name.



4. If you don't see a vacate date, and the Principal Worker is transferring out of the Overlapped Position through a job requisition (i.e., they applied to another opening), **discuss with your Recruiter prior to continuing.**
5. If you don't see this vacate date, and the Principal Worker is transferring out of the Overlapped Position via a manager-submitted Change Job, **be sure to submit the Change Job prior to continuing.** You will know the Change Job has successfully completed when the vacate date is visible.
6. If you do see a vacate date, hover at the end of the **Position Restrictions** line to display the related actions (brick) icon . Click the icon.
7. In the pop-up window, hover over **Job Change**, then click **Create Job Requisition.**



8. Continue with the Create Job Requisition process – there is a [job aid available here](#).
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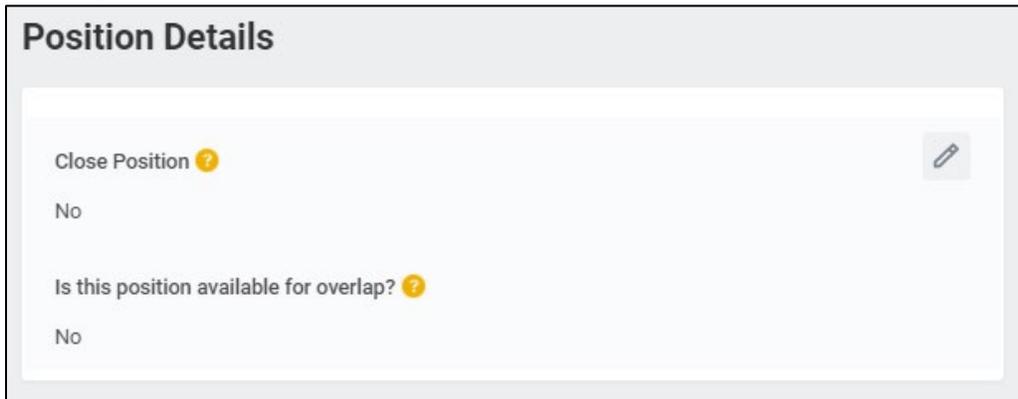
TRAIN A REPLACEMENT BEFORE A WORKER LEAVES THE COMPANY

1. Ensure the Overlapped Position is vacant. Using the Workday search bar, locate and open the profile of the person who is leaving the company.
2. In the Job Details section on the right of the profile, click the name of the Position.
3. Confirm that you see a "Position Vacate" date next to the Position name.



The screenshot shows a Workday interface for a position. The header bar is blue and contains the text "Position P-23735 Inpatient Registered Nurse SEIU (Position Vacate:07/04/2021)". The date "07/04/2021" is highlighted with an orange rectangular box. Below the header, there are three sections: "Supervisory Organization" with the value "GWV Critical Care & Progressive Care Unit Nursing Division"; "Position Restrictions" with the value "P-23735 Inpatient Registered Nurse SEIU (Position Vacate:07/04/2021)"; and "Organization Assignments" with the values "Company: 5500 Geisinger Wyoming Valley Medical Center", "Cost Center: 550050150010 Critical Care Unit - GWV", and "Region: 20 East".

4. If you don't see this vacate date, **be sure to submit the termination for the Principal Worker prior to continuing.** You will know the Termination has successfully completed when the vacate date is visible. There is a [job aid available](#).
5. When entering the termination, be sure to select **Yes** for **Is this position available for overlap?**



The screenshot shows a "Position Details" form. It has a title "Position Details" at the top. Below the title, there are two questions, each with a yellow question mark icon and a "No" option below it. The first question is "Close Position" and the second is "Is this position available for overlap?". There is a pencil icon in the top right corner of the form area.

6. The termination action will then **trigger the job requisition process.** A new task will appear in your Workday Inbox to create the job requisition.

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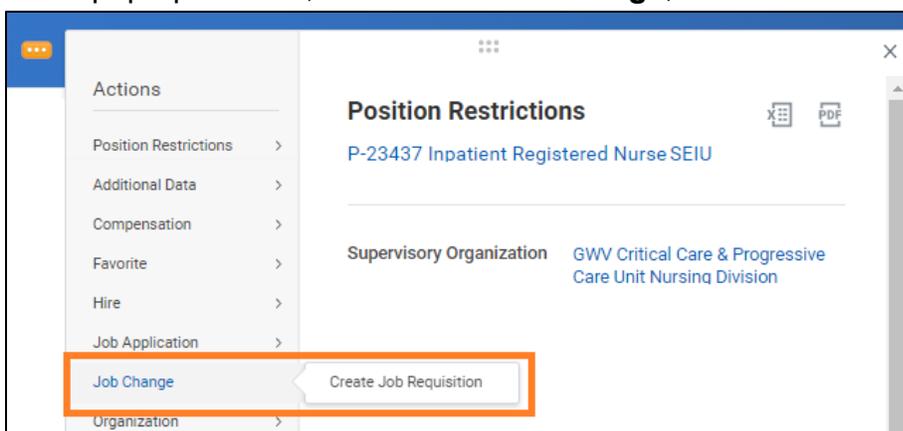
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BACKFILL A POSITION WHILE A WORKER TAKES A LEAVE OF ABSENCE

1. Ensure the Principal Worker is on a proper leave of absence. Using the Workday search bar, locate and open the profile of the person who is on leave.
2. In the Job Details section on the right of the profile, click the name of the Position.



3. If you don't see "On Leave" after the position name, and the principal worker should be on a leave of absence, **contact the Employee Contact Center at 570-271-6640**. There are steps to take to ensure the principal worker is properly listed on a leave of absence. These steps may include the principal worker calling Matrix or submitting a Leave of Absence Request in Workday.
4. If you do see an "On Leave" designation, hover at the end of the **Position Restrictions** line to display the related actions (brick) icon . Click the icon.
5. In the pop-up window, hover over **Job Change**, then click **Create Job Requisition**.



6. Continue with the Create Job Requisition process – there is a [job aid available here](#).

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Missed selecting the option to Overlap?

In certain circumstances, Human Resources can correct the selection for Position Overlap.

To request a correction, send an email to HR_Technology@geisinger.edu. Be sure to send the email in the following format:

- **Subject:** Position Overlap Correction: [Position Number]
- **Body:** Please correct the Position Overlap for [Position Number] which was vacated on [Effective Date]. This was not selected originally because [reason for not choosing to overlap originally].
- **Be sure to cc your Recruiter** to make them aware.

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Have a question? Contact the Employee Contact Center at 570-271-6640 or via email at employeecontactcenter@geisinger.edu.