

## Reporting: RPT – Open Positions

### What is an Open Position?

#### Definitions

**Open Positions** are openings for full time and part time employees, openings in position managed organizations.

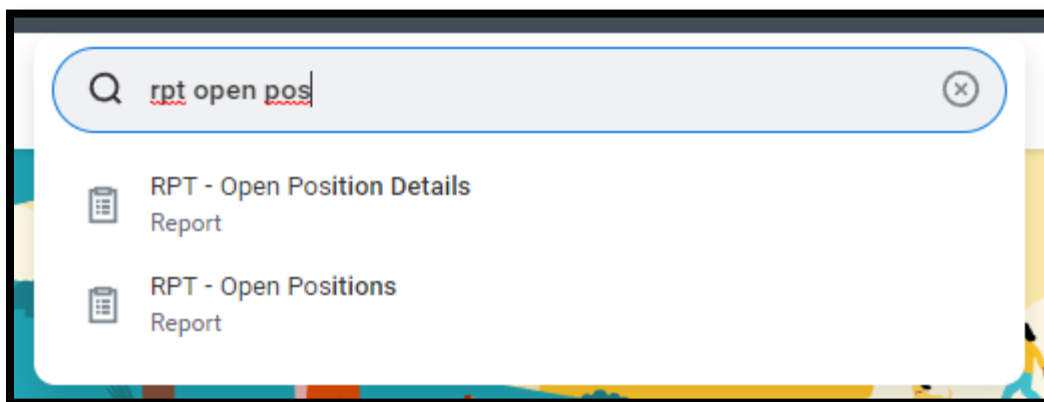
This report displays counts of open positions grouped by individual contributors and leaders.

**Management Level** is used to identify the difference between individual contributors and different levels of leaders:

Leader	Individual Contributor
<ul style="list-style-type: none"><li>• Chief Executive Officer</li><li>• Executive Vice President</li><li>• C-Type Executive</li><li>• Vice President / Institute Chair</li><li>• Associate Vice President / Medical Executive</li><li>• Senior Director</li><li>• Director</li><li>• Manager</li><li>• Supervisor</li></ul>	<ul style="list-style-type: none"><li>• Individual Contributor Exempt Clinical</li><li>• Individual Contributor Exempt Non Clinical</li><li>• Individual Contributor Nonexempt Clinical</li><li>• Individual Contributor Nonexempt Non Clinical</li></ul>

### Running the Report

To get to this report, type **RPT – Open Positions** in the Workday search bar. Click on the report name.



**NOTE:** This report is designed for managers and will only display data for workers that roll up to the manager.

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## Prompts

**RPT - Open Positions**

**Instructions** Report contains Open Positions by Institute and Service Line

Only displays Employee Full Time and Part Time positions.

**Organizations** 1

**Include Subordinate Organizations**  2

**Filter Name** 3

Manage Filters

0 Saved Filters

1

### ORGANIZATIONS

You can choose the supervisory organizations\*. Please be sure to select all the applicable organizations.

2

### INCLUDE SUBORDINATE ORGANIZATIONS

If you choose the top level supervisory organizations under **Organizations**, you should check this box to see all the individuals that roll up to those sup orgs.

3

### FILTERS

If you run this report frequently for the same population(s), you can Save your filters. To do so, enter the appropriate information in the prompts, enter a Name for your filter and click Save. When you go to run this report again, you can click the arrow next to Saved Filters to choose a filter you created previously. Filters are unique to you and are not sharable.

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\***Supervisory organizations** represent the reporting hierarchical structure in Workday. Each manager has two supervisory organizations – one for each type of staffing model. For more information, view [this job aid](#).

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## Reviewing the Data

### TABLE

The information is grouped by Institute and Service Line for the open position.

70 items

Institute	Service Line	Total	
		Individual Contributor Count	Leader Count
CC_INST_ACHEX Achieving Excellence	CC_SL_ACHEX Achieving Excellence	7	0
CC_INST_ANEST Anesthesiology	CC_SL_ANEST Anesthesia	75	3
CC_INST_BLNSL Bloomsburg Non SL	CC_SL_BLNSL Bloomsburg Non Service Line	1	1
CC_INST_BS Balance Sheet	CC_SL_BS Balance Sheet	2	0
CC_INST_CAMGT Clinical Access Management	CC_SL_CAMGT Clinical Access Management	53	0
CC_INST_CANCI Cancer Institute	CC_SL_CANCR Cancer	70	4



**NOTE:** This data does not include Contingent Workers or Per Diem employees. Also, this report is designed for managers and will only display data for workers that roll up to the manager.

### DRILLING DOWN

Anything in blue text on a report can be clicked on to view more details; this is called **Drilling Down**. When you drill down, there are **Criteria** options at the top.

You can change the way the data is displayed: for example, to see the information by **Cost Center**, choose that in the **View by: Select a Field** option and then choose **Refresh**.

Criteria View by:  and then by:  Refresh

8 items

Cost Center	Total	
	Individual Contributor Count	Leader Count
141070650014 Environmental Services - GBH	2	0
191070650010 Environmental Services - GLH	7	0
271070650025 Environmental Services - GJSH	3	0
520070650010 Environmental Services - GMC	61	1

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**NOTE:** If you drill down on the Individual Contributor or Leader Counts, you will see a full list of all open positions in that institute/service line – it is not automatically limited to the selected group of positions. Use the **Criteria** or the **Filters** to look only at Individual Contributors or Leaders.

### Want more details?

Check out our **RPT – Open Position Details** report. This report shows all the details that are shown in aggregate on the RPT – Open Positions report. You can export it to Excel and use pivot tables to see the data in different ways.

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**Have Questions?** Contact our HR Technology team at [HR\\_Data\\_Request@geisinger.edu](mailto:HR_Data_Request@geisinger.edu)

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