

Reporting: RPT – Net Hire Ratio

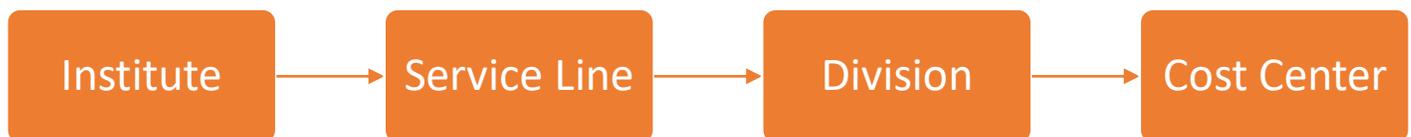
What is Net Hire Ratio?

DEFINITIONS

Net Hire Ratio represents the number of new hires for every termination in the reporting period. It is the sum of new hires divided by the sum of terminations.

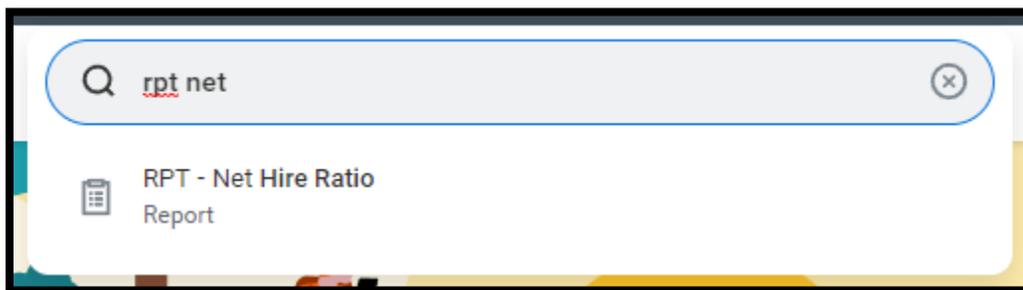
This report displays movement grouped by Cost Center, Service Line, and Institute as of the end of the period.

Cost Center Hierarchy is used to identify the Service Line and Institute based on the cost center.



Running the Report

To get to this report, type **RPT – Net Hire Ratio** 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.

Reporting: RPT – Net Hire Ratio

Prompts

RPT - Net Hire Ratio

Instructions Per Diem Employees and Additional Jobs are excluded.

Supervisory Organization **1** *

Include Subordinate Organizations **2**

Time Series Start Date **3** * MM/DD/YYYY

Time Series End Date **3** * MM/DD/YYYY

Worker Types **4**

Job Family **4**

Campus **4**

Filter Name **5**

Manage Filters Save **6**

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 TIME SERIES
You must choose a start and end date for the time period you wish to see the movement counts.

4 WORKER TYPES
This data includes **Contingent Workers** unless you only choose **Employee** in this prompt.

5 CAMPUS
Campus is the grouping used to identify individuals who are physically located in buildings that are part of our hospital campuses. While you may see other options in the drop down, be sure to only use Campus names such as **Geisinger Medical Center** for the report to function properly.

6 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.

***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](#).

Reporting: RPT – Net Hire Ratio

Reviewing the Data

TABLE

The information is grouped by Institute and Service Line with summaries of counts.

Net Hire Ratio and Net Gain/Loss have colored **analytic indicators** to draw your attention to certain data.

Net Hire Ratio displays **green** when greater than or equal to 1, and **yellow** when less than 1.

Net Gain/Loss displays **green** when there is a gain, and **red** when there is a loss.

Institute	Service Line	Total				
		Hires	Terminations	Ending Headcount	Net Hire Ratio	Net Gain/Loss
CC_INST_600 GCSOM Institutional Support	CC_SL_600 GCSOM Institutional Support	0	0	3	0.00	0
CC_INST_ACHEX Achieving Excellence	CC_SL_ACHEX Achieving Excellence	2	3	23	0.66	-1
CC_INST_ANEST Anesthesiology	CC_SL_ANEST Anesthesia	7	5	329	1.40	2
CC_INST_BLNLSL Bloomsburg Non SL	CC_SL_BLNLSL Bloomsburg Non Service Line	0	0	13	0.00	0
CC_INST_CAMGT Clinical Access Management	CC_SL_CAMGT Clinical Access Management	13	19	451	0.68	-6
CC_INST_CANCI Cancer Institute	CC_SL_CANCR Cancer	10	8	307	1.25	2
CC_INST_CMCNS CMC Other Non SL	CC_SL_CMCNS CMC Non Service Line	2	0	12	0.00	2
CC_INST_DIAGI Diagnostic Med Institute	CC_SL_LAB Laboratory Medicine	56	53	880	1.05	3
CC_INST_DIAGI Diagnostic Med Institute	CC_SL_RAD Radiology	22	22	744	1.00	0
CC_INST_DVNSL DV Other Non SL (GC)	CC_SL_DVNSL DV Other Non SL (GC)	0	0	3	0.00	0
CC_INST_FACMG Facilities Management	CC_SL_FACMG Facilities Management	10	8	294	1.25	2
CC_INST_FIN Finance	CC_SL_FIN Finance	1	1	42	0.00	0



NOTE: This data excludes Per Diem employees and additional jobs. Also, this report is designed for managers and will only display data for workers that roll up to the manager.

Reporting: RPT – Net Hire Ratio

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: Cost Center and then by: Select a Field... Refresh

11 items

Cost Center	Total				
	Hires	Terminations	Ending Headcount	Net Hire Ratio	Net Gain/Loss
141070010014 Food Services - GBH	2	2	9	● 1.00	0
191070010050 Food Services - GLH	6	4	28	● 1.50	● 2
261000091003 Cafe - GCSOM	0	0	3	0.00	0
271070010040 Food Services - GJSH	0	1	7	0.00	◆ -1
520070010050 Food Services - GMC	16	19	160	▲ 0.84	◆ -3
521670010050 Food Services - GSACH	1	1	13	● 1.00	0
540070010030 Food Services System Administration	0	0	22	0.00	0
550070010050 Food Services - GWV	3	1	48	● 3.00	● 2
550070010052 Food Services - GSWB	1	3	15	▲ 0.33	◆ -2
571070010048 Food Services - GCMC	5	8	47	▲ 0.62	◆ -3
Total	34	39	347	▲ 0.87	◆ -5



NOTE: If you drill down on the Ending Headcount, you may see duplicate rows, since this shows one row per person per month of the time period for the report. you wish to view the workers for the ending headcount, instead of using the drill down, use the RPT - Worker Listing report with an As Of date prompt.

Have Questions? Contact our HR Technology team at HR_Data_Request@geisinger.edu