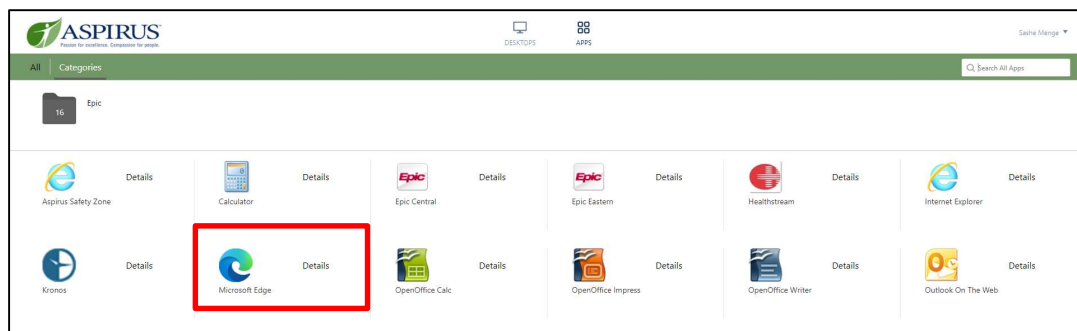1. On the Aspirus microsite "Welcome" page under "Applications & Systems" click on "Citrix".
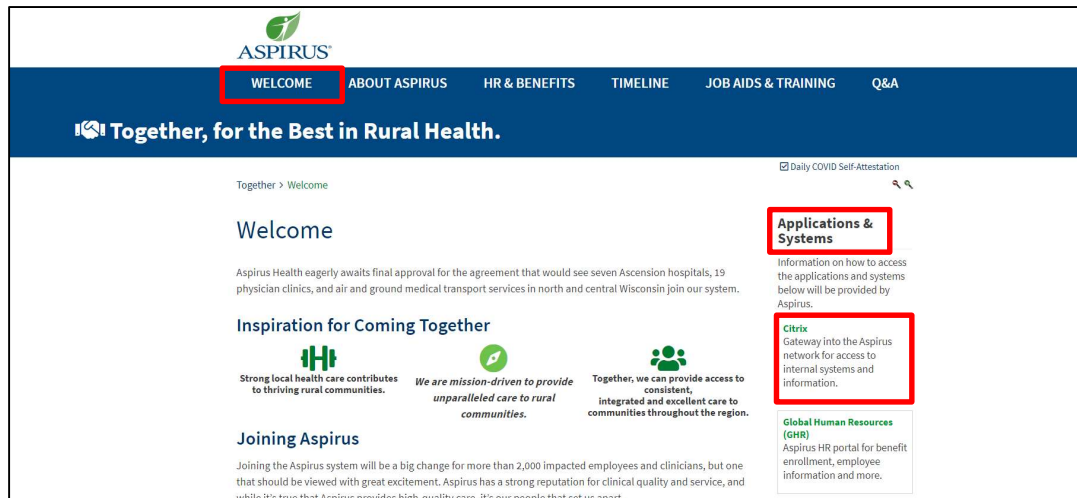
2. Log in using your network username and password.
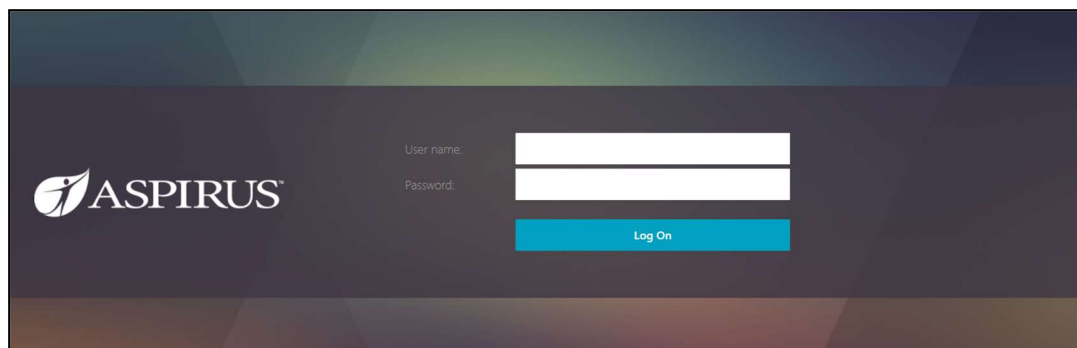
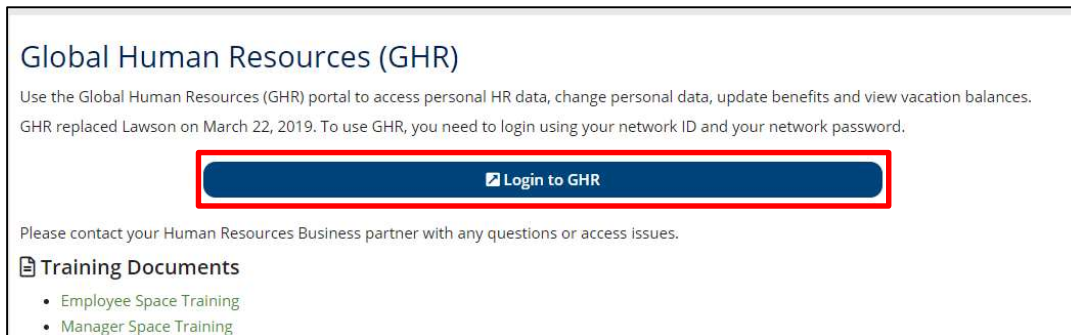3. Select "Microsoft Edge".

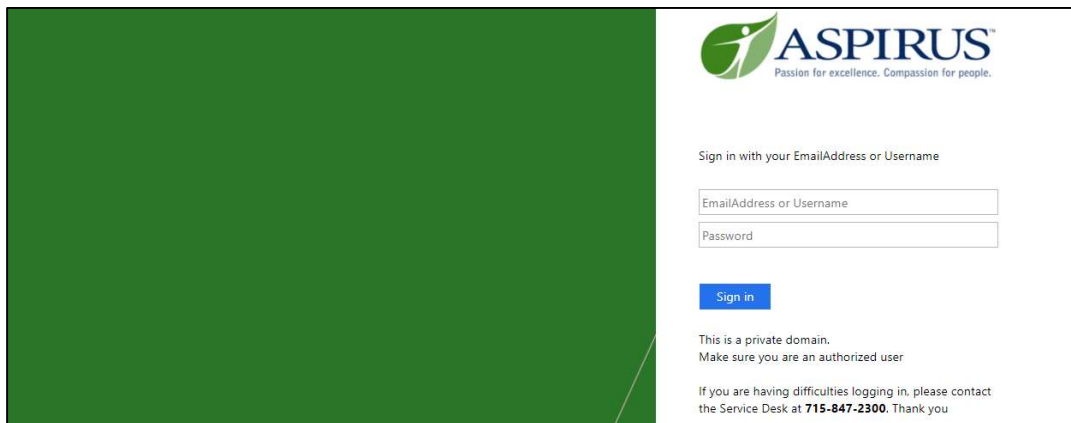This will open the Aspirus Intranet homepage.

4. On the Aspirus Intranet page, select the tab "Life & Career" then click on "Info GHR" under *Employee One Stop*.

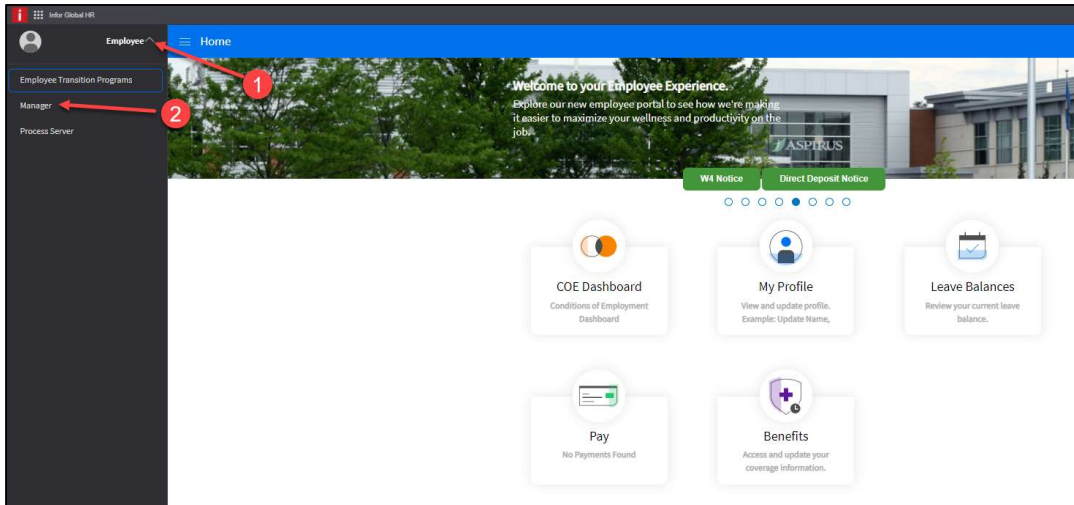5. To access Global Human Resources (GHR) page select "Login to GHR".

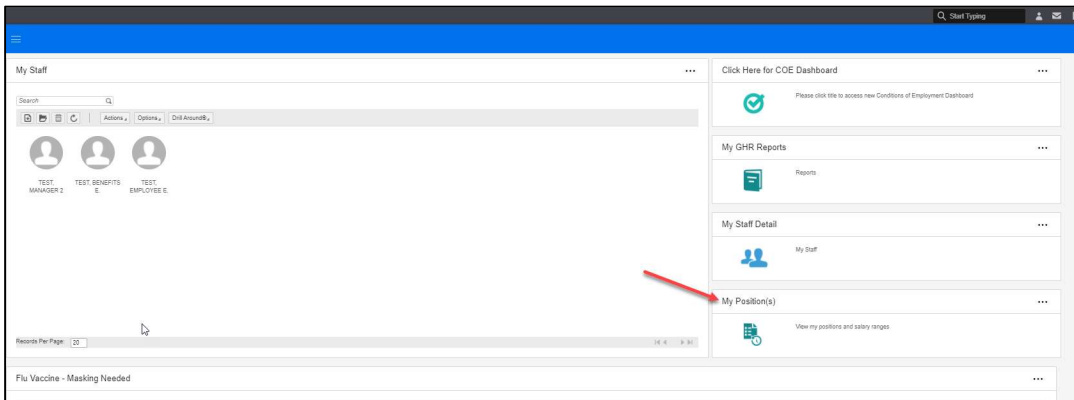6. Log in with your enterprise ID and password.

7. Change to the from the employee to the manager view.

8. Select "My Position(s)"

9. Positions reporting to you will be listed within the Manage My Positions section
   a. The S3/Kronos position number is used for position transfers in Kronos.
   b. Click on the Active Resources field to view employees within each position.
   c. To locate position pay rules, please reference the appropriate business unit's position list available on the Kronos & Timekeeping site on the Aspirus Intranet.

Positi...	S3/K...	Position	Job	Orga...	Location	Activ...	Key P...	Critic...	Pay R...	Pay R...	Pay R...	PTO Tier
671	1759	OFFICE ASSISTANT	OFFICE ASSISTANT	235	WAUSAU HOSPITAL - WAUSAU		No	No	0.00	0.00	0.00	Tier 1
4472	5981	SPEECH THERAPIST - NICU - TEST	SPEECH THERAPIST - NICU - TEST	33	WAUSAU HOSPITAL - WAUSAU	1	No	No	0.01	0.01	0.01	Tier 1
13432	6963	TEST & TEST POSITION CODE	TEST & TEST JOB CODE	236	CORPORATE OFFICE - WAUSAU	2	No	No	0.01	0.01	0.01	Tier 2

If you have questions about this process or would like more information, please contact your Timekeeper or Human Resources Business Partner.