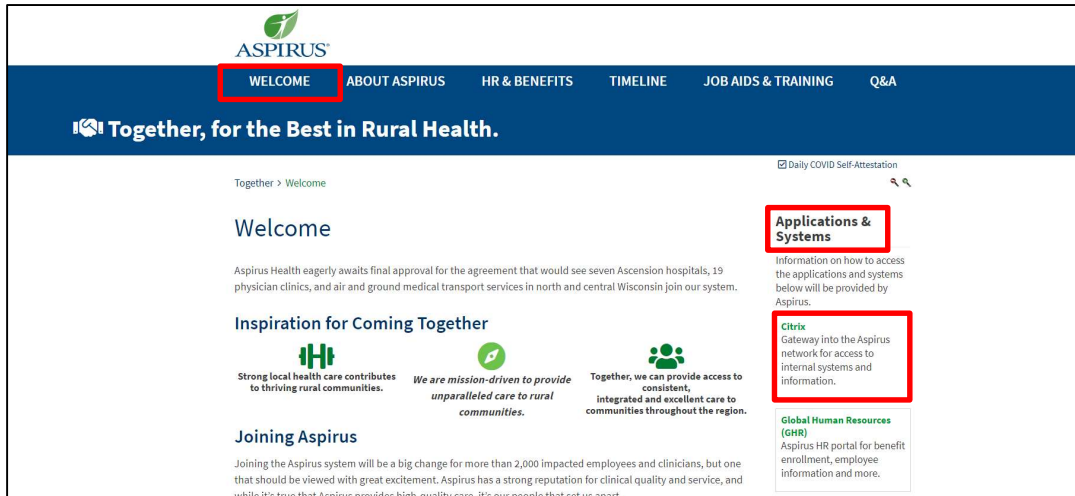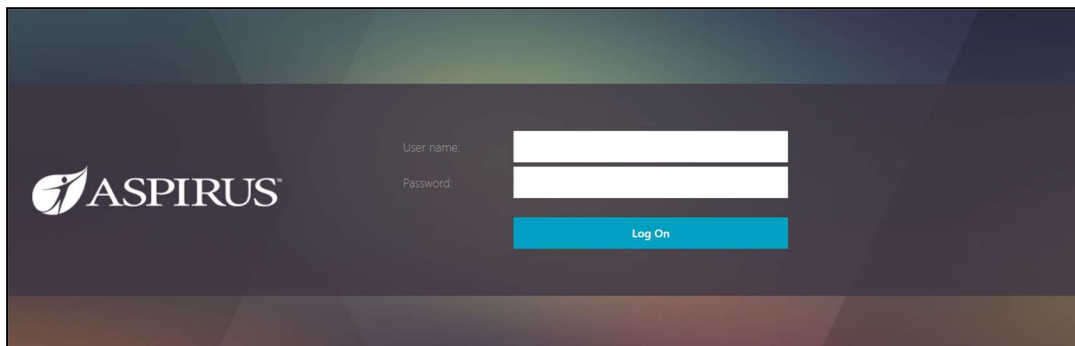# Employee: Viewing Your Position Number & Pay Rule
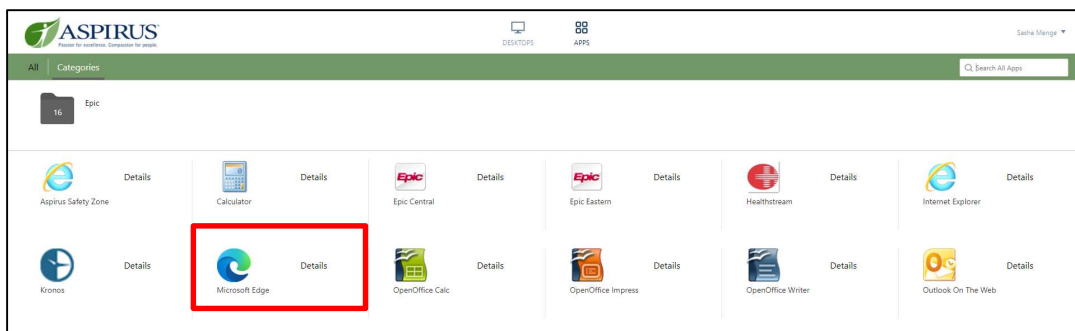
1. On the Aspirus microsite "Welcome" page under "Applications & Systems" click on "Citrix".

2. Log in using your network username and password.
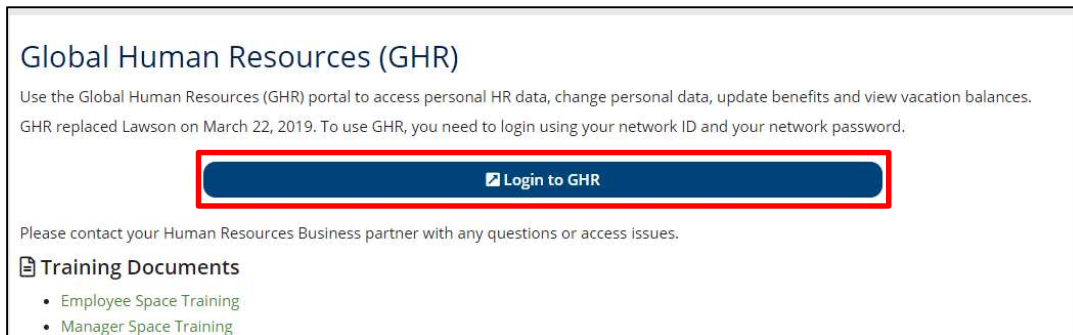

3. Select "Microsoft Edge".

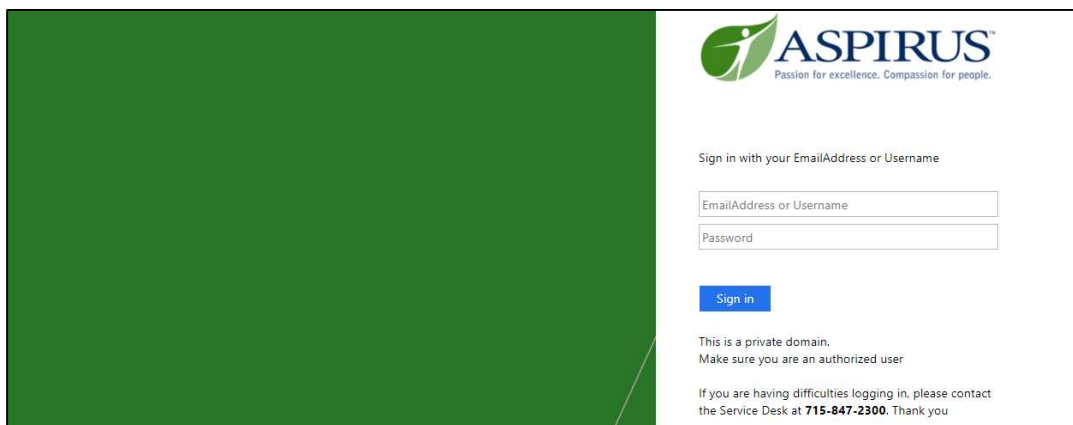This will open the Aspirus Intranet homepage.

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

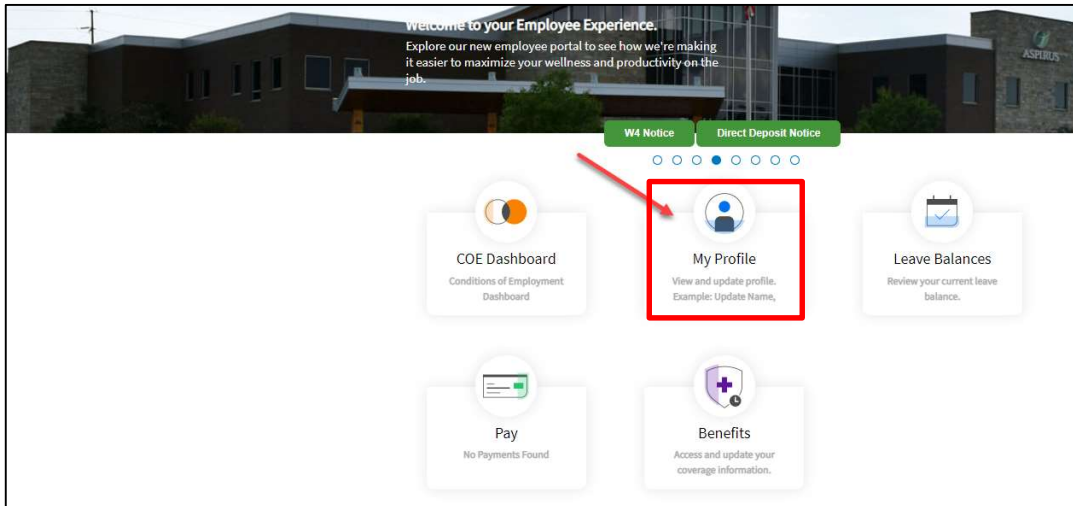5. To access Global Human Resources (GHR) page select "Login to GHR".

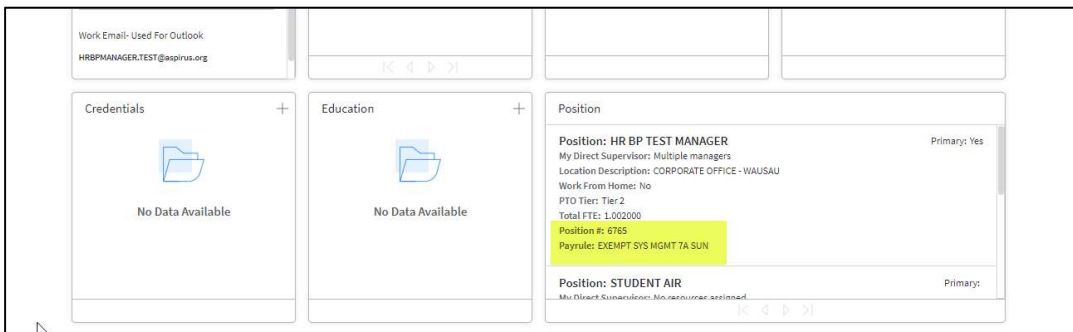6. Log in with your enterprise ID and password.

7. Select "My Profile"

8. Locate the "Position Widget" to view position number and pay rule. If you hold more than one position each will be listed on a separate tile.

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