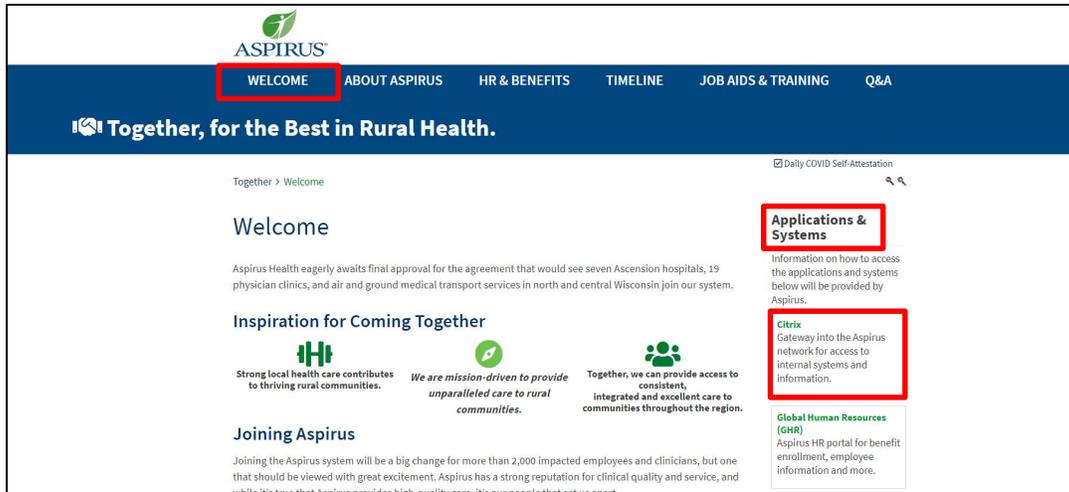
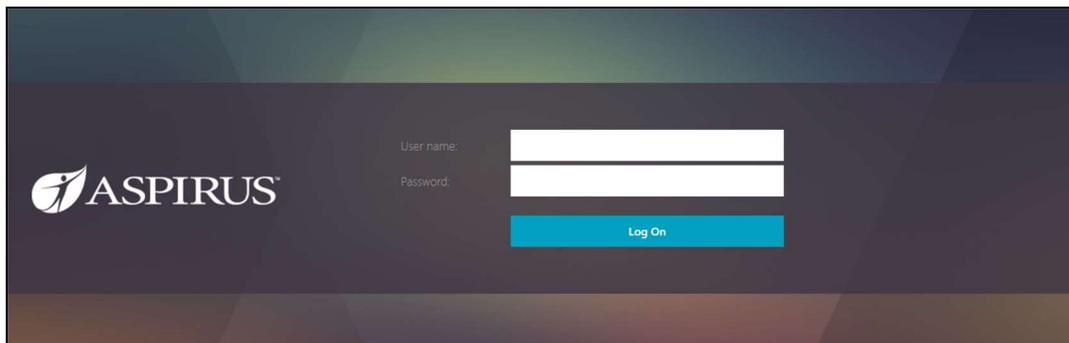


# Employee: Viewing Your Position Number & Pay Rule

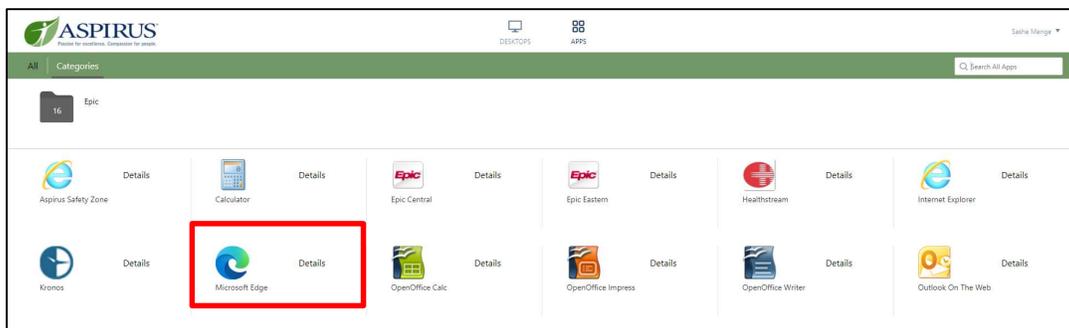
1. On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “Citrix”.



2. Log in using your network username and password.



3. Select “Microsoft Edge”.



This will open the Aspirus Intranet homepage.

# Employee: Viewing Your Position Number & Pay Rule

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

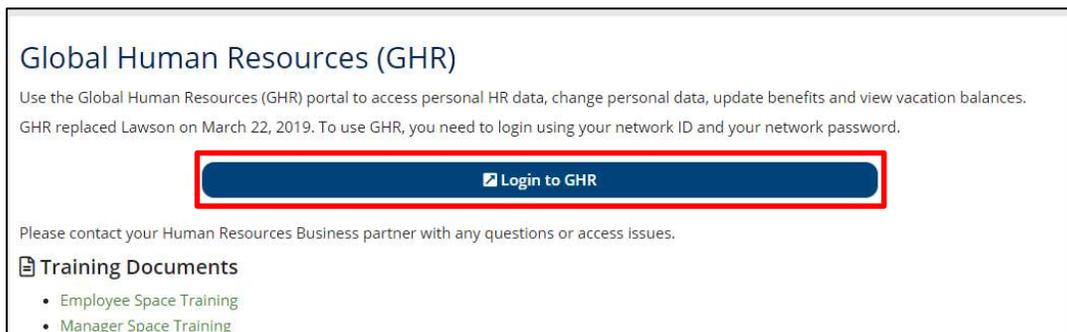


ASPIRUS HEALTH

System Info **Life & Career** Work Tools & Resources Documents & Forms

<p><b>Employee One Stop</b></p> <ul style="list-style-type: none"> <li>API ShiftSelect</li> <li>Cafeteria Menu</li> <li>Corporate Travel</li> <li>Halogen</li> <li><b>Info GHR</b></li> <li>Kronos &amp; Timekeeping</li> <li>Lawson S3</li> <li>QuickCharge</li> <li>Rewards &amp; Recognition</li> </ul> <p><b>Personal</b></p> <ul style="list-style-type: none"> <li>Aspirus E-Store</li> <li>Classifieds</li> </ul>	<p><b>Benefits &amp; HR</b></p> <ul style="list-style-type: none"> <li>Employee Benefits</li> <li>Employee Handbook</li> <li>Employment Verifications</li> <li>HR Unification</li> <li>Leave Management</li> <li>Payroll Calendars</li> <li>Position Manager</li> <li>Tuition Reimbursement</li> </ul> <p><b>People</b></p> <ul style="list-style-type: none"> <li>Directory of HR Staff</li> <li>Employee Directory</li> </ul>	<p><b>Career &amp; Development</b></p> <ul style="list-style-type: none"> <li>Annual Performance Appraisals</li> <li>Aspirus Emerging Leaders</li> <li>Career Opportunities</li> <li>Leadership Competency Toolkit</li> <li>New Employee Orientation</li> </ul> <p><b>Health &amp; Wellness</b></p> <ul style="list-style-type: none"> <li>Employee Assistance Program</li> <li>Employee Health</li> <li>Flu Prevention</li> <li>MyAspirus</li> <li>Wellness: Program   Portal</li> </ul>	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>CME On Demand for Credit</li> <li>CME Videos (Not for Credit)</li> <li>Dr. Joseph F. Smith Medical Library</li> <li>HealthStream</li> <li>Microsoft Office Help</li> <li>Net Learning (ADC Staff)</li> <li>Org. Learning &amp; Development</li> <li>Training Videos</li> <li>Training Request</li> </ul>
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- To access Global Human Resources (GHR) page select “Login to GHR”.



**Global Human Resources (GHR)**

Use the Global Human Resources (GHR) portal to access personal HR data, change personal data, update benefits and view vacation balances. GHR replaced Lawson on March 22, 2019. To use GHR, you need to login using your network ID and your network password.

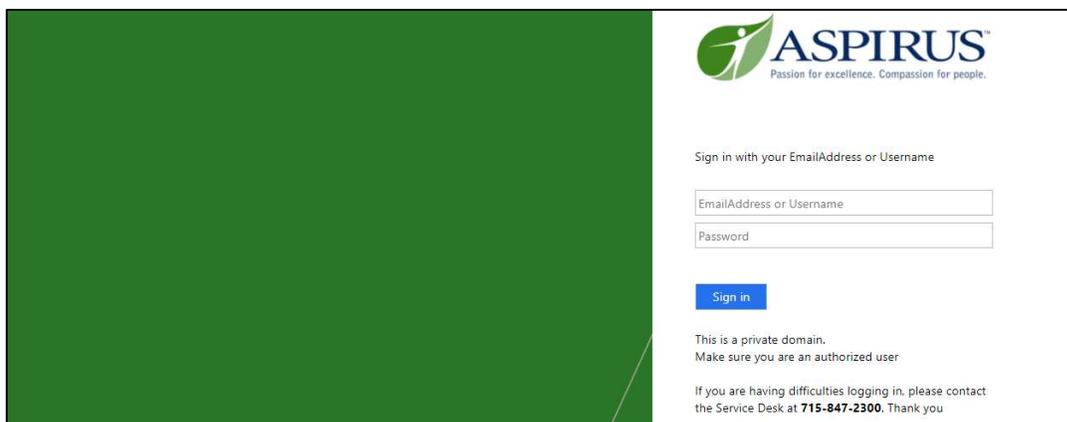
[Login to GHR](#)

Please contact your Human Resources Business partner with any questions or access issues.

**Training Documents**

- Employee Space Training
- Manager Space Training

- Log in with your enterprise ID and password.



ASPIRUS  
Passion for excellence. Compassion for people.

Sign in with your EmailAddress or Username

EmailAddress or Username

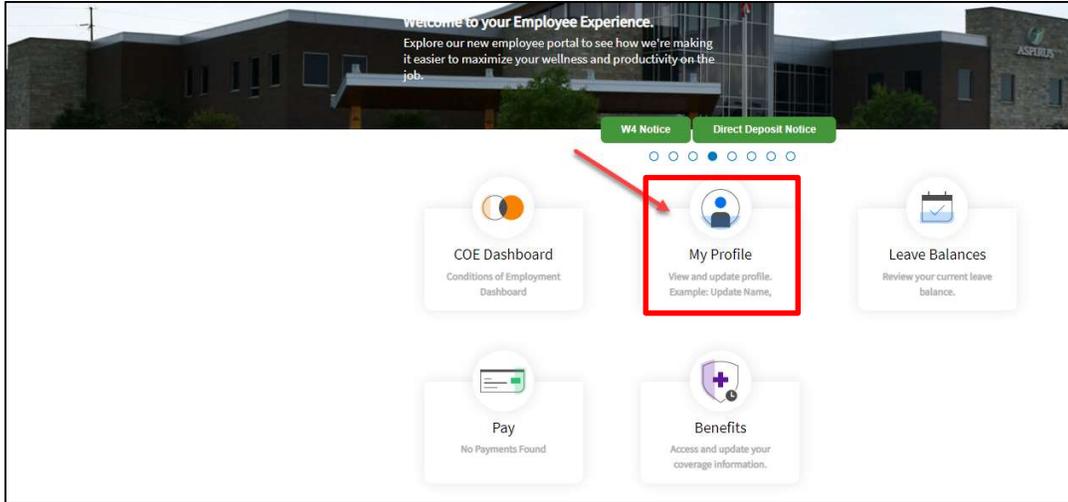
Password

[Sign in](#)

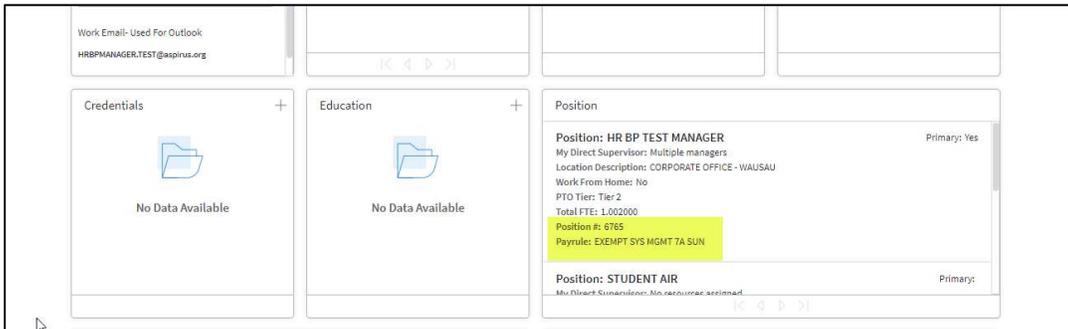
This is a private domain.  
Make sure you are an authorized user

If you are having difficulties logging in, please contact the Service Desk at **715-847-2300**. Thank you

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.