GHR: Employee User Guide

Employee Space Landing Page
The Employee Space landing page has tiles for quick access to important areas, as well as having a menu bar across the top of the landing page.

Edit/View Profile
Click on Click Here to Edit Profile which will allow you to view/update personal information such as contact information, address, name change, bank details, and view your work assignment(s) and compensation information.

At a Glance – this provides an overview basic work information such as where you work, your direct manager and pay rate. You can view important dates such as start date and years of service. If you have entered work preferences, you can view them here.

Viewing Work Assignments
For each work assignment, you can view a position description, a position history and a compensation profile.

1. Select **My Profile > Work Assignments** from the menu across the top of the page or **Click Here to Edit Profile**.
2. Select a work assignment (double-click or right click and select open) to view the work assignment detail.
3. You can view this information on the work assignment record:

- On the **Overview** tab, click the Compensation Profile link to access your detailed compensation for the work assignment, including:
    - Your current and historical pay rates.
    - Any allowances and other pay rates included in your compensation.
    - Click Printable Current Compensation to generate a PDF of your current compensation.

NOTE: Select **View Compensation** to see more compensation detail.

- Click the **Position Description** tab to view any position description.
- Click the **Position History** tab, to view any position changes that have occurred on the work assignment.
- On the **Overview** tab, click the Compensation Profile link to access your detailed compensation for the work assignment, including:
    - Your current and historical pay rates.
    - Any allowances and other pay rates included in your compensation.
    - Click **Printable Current Compensation** to generate a PDF of your current compensation.

NOTE: Select **View Compensation** to see more compensation detail.

Updating Name and Material Status

1. Select **My Profile**.
2. Select the **All Actions Menu** from the far right > **Change Name**.

3. Specify the **Effective Date** of the change, reason for the change and name change information or marital status change.
4. Attach a signed copy of your new social security with your new name. The document will need to be saved to your computer. If this is not possible, please forward a copy to your HR business partner team.
5. Click **OK**.

NOTE:

- Name changes are routed through an approval process. The new name change does not appear immediately. A **Pending Name** link is displayed on the **At A Glance** page.
- To view and make changes to your request, click the **Pending Name** link and open the record.
  To cancel your request, select **Actions > Cancel Request**.
  You can make changes until the name change is approved. When the name change is approved, the **Pending Name** link is removed, and your new name is displayed on your profile.
- If the GHR administrator or your HR Business Partner team returns the name change request, when you click **Pending Name** link, a red flag is displayed next to the name change request. You can make the requested changes, save the changes and resubmit the request or cancel the request.
- If the GHR administrator or your HR Business Partner team rejects the request, the **Pending Name** link disappears, and no change is made.
- If anyone cancels the request, the **Pending Name** link is removed, and no change is made.

Add/Update Contact Information

Use this procedure to add a telephone number, mobile number email address or IM address.

1. Select **Personal Information** tab.
2. On the **Contact Information** pane, click **Add Phone**, **Add Email** or **Add IM**.
3. Enter effective date.
4. Specify the appropriate information.
5. Click **OK**.

Adding an Emergency Contact

1. Select **Personal information** tab.
2. On the Emergency Contact pane, click **Add Contact**.
3. Enter **Effective Date**.
4. Enter contact's first and last name, the preferred contact method and contact information.
5. Click **OK**.

Adding an Address

1. Select **Personal Information** tab.
2. On the Addresses panel, click the **Add Address** button.
3. Enter **Effective Date, Reason** (not required), Country and tab to open address line.
4. Specify the address information:
   - The effective date, country street address (first line), city, state and zip code are required. You will be prompted for missing information.
   - You can specify whether mail should be sent to this address and whether you live at this address.
   - You can have only one mailing address and one home address (one address can be both).
5. Click **OK**.

Updating an Address

1. Select **Personal Information** tab.
2. Click to select the address (if more than one) to update and click **Change Address**.
3. Enter **Effective Date**.
4. Update or change address.
5. Click **OK**.

Adding Dependents Directly on Your Profile – Future Use

NOTE: At this time, adding a dependent will not trigger any benefit coverage. It is simply adding dependents to your personal profile. Further functionality will be available at a future date. **Please contact Total Rewards to add dependents for coverage.**

Identification Numbers – Future Use

Social Security Number

View social security number. Entered at time of hire.

Add Bank Detail - Direct Deposit

1. Click **Add**.
2. Check the **I Agree** box and click.
3. Enter the **Begin Date**.
4. Enter your bank name.
5. Enter your account number.

NOTE: Aspirus does not verify your bank account number. Ensure your bank account number is entered correctly. Should your financial institution send your deposit back for any reason, it can delay your pay.

6. Enter your financial institution’s routing number.
7. The first deposit account should be your default account. This is the account that, if you have other deposit accounts set-up, will have any remaining pay deposited to. Or, should the amount designated to subsequent deposit accounts not be able to be deposited, your default account will receive all funds. For this reason, your default account is always set to 100%.
8. Select account type: Checking or Savings.
9. Enter a description for the account. Up to 8 characters. Examples: Checking, Main, Savings.
10. Click **OK.**

Follow the steps above to enter additional deposit accounts. You will need to enter a flat amount or percentage of your paycheck that you want deposited.

Update Bank Detail - Direct Deposit

1. Click **Update Bank Detail** button.
2. Update information as needed.
3. Click **OK**.
4. To close out a deposit account, enter an End Date and click **OK**.

Work Restrictions and Reasonable Accommodations – Future Use

Attachments

If Human Resources or your manager creates a document specific to you, this is where you would view or print the document.

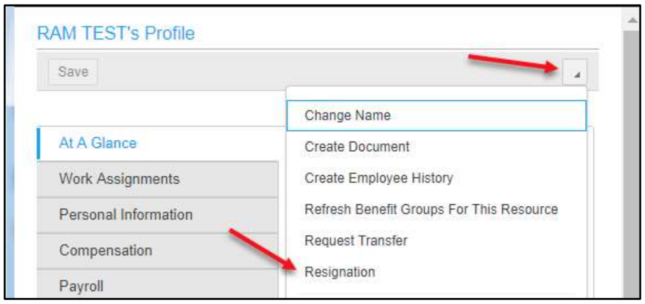
Employee Resignation

Employees can enter an electronic resignation through GHR. This is where you would view your resignation once it has been approved by your direct manager/Human Resources.

Resignation

Notify your direct manager of your planned resignation.

1. Select **My Profile** from the menu bar or **Click Here to Edit Profile**.
2. From the **All Actions** menu, select **Resignation**.



3. Specify the date for last anticipated work day.
   NOTE: Resignation date should reflect your final day physically worked.
4. Select a **Reason** for your resignation.
5. Enter Additional Information and/or **Additional Comments** if desired.
6. Add supporting documents that are electronically saved on your computer if desired (i.e resignation letter).
7. Click **Submit**

***Your direct manager and HR Business Partner team receive notification of your resignation in the Inbasket.

Compensation

***You cannot modify your compensation information.

1. Select **View Compensation** from the menu at the top of the Employee Space page.
   - To view your current and historical pay rates for a specific work assignment, open a work assignment from the Compensation By Work Assignment pane. This is the only pane that is currently used in GHR.
     - Overview - pay information related to the work assignment.
     - Pay Rate History - history of the pay rate for the work assignment.
     - Allowances & Other Pay – displays other pay rates if applicable.

***Compensation Programs and Equity Grants are not used in current GHR.

To generate a PDF version of your current compensation profile, select **Printable Current Compensation**. You can save or print the file.

Payroll

In this area you are able to find tax and other payroll information. This information is utilized by the Fiscal department.

Work Preferences
This area, at this time, is strictly for your own personal use. You can enter preferred work locations and/or schedule, but this is strictly for your own benefit at this time.

Performance
This is where you can find past appraisal ratings. This will house ratings only and will not have your actual appraisals. We will utilize this area more as we bring more modules into GHR.

Talent Profile
Your talent profile contains your competencies and education. These are generally referred to as qualifications. You can add or update a qualification; however, your Manager or Human Resources must validate the information.

These are the ways that qualifications can be added to your profile:
- When you are hired, Talent will enter any credential that is required per your job description.
- You can add a qualification yourself. You add a qualification as non-validated.
- Your Manager or Human Resources will add required qualifications to your profile. Note: After a qualification is validated, you can no longer change it. However, you can request the following changes:
  - Renew a skill or a credential.
  - Complete an education record that is currently In Progress.

***You may receive an e-mail notification when your qualifications are changed.

Adding Credential/Education
1. Select **Talent Profile.**
2. Click Add on Credentials/Education.
3. Specify the required and optional information.
   NOTE: If you are adding a credential/education, try to find a value that is close or identical to the one you want to add. If you cannot find a value that matches it, put the value in the **Other** field.
4. Click **Save**.

***The credential/education is displayed as Not Validated.

Updating Credential/Education

1. Select **Talent Profile.**
2. Select the credential/education to update.
3. Make changes and click **Save.**
   NOTE: If the credential/education is validated, you can only add comments and attach a document.

Mentors

If you have a mentor or preceptor assigned to you, or you have been assigned as a mentor or preceptor, you would find that information here.

PTO Buy Bank Information

You will find information related to your PTO buy-back election, if you have made one.

Click Here for Leave Balances

You will need to login to access your leave balance information. You will use your network ID and password to log in.

Click on the **Click Here for Leave Balance** area. **Balance Totals** will show your leave plan balances. **Balance Details** will show you individual transactions for usage and accrual if the **Available Time** is expanded by clicking on the triangle icon.

WebChecks

Log in with your employee id# and network password.

You can set up electronic delivery for 1095-C, Pay stubs, W2 and Employee documents within the **My Delivery Settings** area.

You can view your documents in the View My Documents area.

PayCheck

Log in with your employee id# and network password.

Click on a hyperlink in the **Date** column to open a condensed view of your paycheck. Wages, Taxes, Pretax deductions, after tax deductions and Company deductions are grouped.

There is a **Printable Pay Stub** link to print a copy of the paycheck.

Direct Deposit – Bank Detail

View your direct deposit information, update information, or add information.

W4

View tax withholding. You can update tax information by clicking the arrow preceding the tax description.

You can also access this information from the menu across the top of the page.

1. Select **To Do** > **Pay and Benefits** from the Employee Space menu.
2. Click the menu item for the information you want to view.
3. Login when prompted (this would be your employee ID number and network password; Direct Deposit does not require a login.)

Benefit Information

You can click on the blue hyperlinks to access benefit information. You will be asked to login, please use your network login and password.

You can access:

- Current Benefits
- Spending Accounts
- Beneficiaries
- New Hire Enrollment
- Dependents

My Health Components

This area provides a view of health components that are part of Conditions of Employment. Any health components that are coming due in the next 60 days or any over-due components will display here. Over-due items will have a red icon.

You can also access this information, and more, from the Health and Safety menu item at the top of the page.

Health and Safety

Appointments **– FUTURE USE**

Health Components – this is where you can see coming due and over-due health components. You can also print your records from here.

Health Records – you can view all health records, to include completed records, in this area. You can also print your records from here.

Education
This area provides a quick view of education that has been entered either by the employee, the employee's direct manager or human resources.

1. Click **Create** to enter new education. A notification will be sent to the direct manager and Human Resources business partner team for validation.
2. Double clicking an entry will open and allow for updates to be made to an existing entry.

***Education will remain unvalidated until the direct manager or human resources validates.

Credentials
This area provides a quick view of credentials that have been entered either by the employee, direct manager or human resources.

1. Click **Create** to enter a new credential. A notification will be sent to the direct manager and Human Resources business partner team for validation.
2. Double clicking an entry will open and allow for updates to be made to an existing entry.

***Credentials will remain unvalidated until the direct manager or human resources validates.

Inbasket
This area will contain notifications that are generated through GHR. For example, if you have a position change, you will receive a notification in your inbasket. If you have a change in FTE, you will receive a notification that will require you to acknowledge the FTE change.

Finding a Co-Worker
1. From **Employee Space** click on **Find a Coworker**.
1. In the **Search in Organization Directory**, enter a keyword, last name or first name and click **Search**.
2. If you click **Search** without any information in the search fields, all employees within Aspirus are listed. The list gives basic information about each employee. In addition, you can perform the following tasks:
    - Click the organization icon (tree-like image) to view the employee's organization, with the employee's manager at the top.

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