

How to Access Your PD

Directions:

1. Click on “Classification and Hiring System” under the “Resources” header or click the following link: [PD Login](#)

IOWA STATE UNIVERSITY
Human Resource Services and
Equal Opportunity and Compliance

Classification and Compensation

Professional & Scientific

- [Benchmark Positions](#)
- [Classification Information](#)
- [Classification Title List](#)
- [P&S Classification Process Flowchart](#)
- [2011/2012 Pay Matrix](#)
- [Q&A 2010 P&S Compensation Structure](#)
- [Spring 2010 Newsletter](#)

Organized Merit

- [AFSCME Contract](#)
- [Classification Descriptions](#)
- [Classification Information](#)
- [Pay Matrix](#)
- [Merit Classification Process Flowchart](#)

Non-Organized Merit

- [Classification Information](#)
- [Classification Descriptions](#)
- [Merit Rules](#)
- [Pay Matrix](#)
- [S&C Council](#)
- [Merit Classification Process Flowchart](#)

Resources

- [Classification and Hiring System](#) ←
- [Classification Codes and Information](#)
- [Blueprint for Creating P&S Position Descriptions](#) (Word file)
 - [Blueprint for Updating P&S Position Descriptions](#) (Word file)
- [Blueprint for Creating Merit Position Descriptions](#) (Word file)
 - [Blueprint for Updating Merit Position Descriptions](#) (Word file)

2. Login using your 9-digit university ID as your username and password if it is your first time logging in. If it is not your first time logging in, use your 9 digit University code as your User ID and use the password you previously created.
3. If it is your first time logging in, the system will prompt you to create a new password.
4. Click on “View PD Library” on the left hand side.
5. Click “View Summary Only” to see your position description.
6. When finished, click “Logout” on the left-hand side.

Note: From this page, you can change/update your PD, change your password, or view your current PD.

IOWA STATE UNIVERSITY
CLASSIFICATION LIBRARY

POSITION DESCRIPTIONS

- BEGIN NEW ACTION
- PENDING ACTIONS
- VIEW PD LIBRARY**
- ADMIN
- HOME
- CHANGE PASSWORD
- LOGOUT

• [HELP/RESOURCES](#)