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Steps for Classification Actions

For each of these options, you will need to login to www.iastatejobs.com/hr using your user name and password

Note: Employee users with access to only their position description should use the 9 digit university ID to log into the system. This number will be used for both user ID and password the first time logging in and then you will be prompted to change the password for future log-ins. Call 294-4800 if you need assistance.

Create a New Position

1. Locate "POSITION DESCRIPTIONS" in the red/gold menu to the left
2. Select "BEGIN NEW ACTION"
3. Select either "Create New Merit Position Description" or "Create New P&S Position Description" depending on the type of new position you want to create.
   - If you want to copy another existing position enter position number (preferred search) or other criteria (such as employee's or supervisor's name) to search for the correct position description to copy and click "Search". Pick the position to copy from the list displayed by clicking "Select Title and Continue". Note: You will only have access to search for and copy position descriptions for jobs in your area.
   - If you do not want to copy an existing position, click the "Proposed Title" tab (red box) to continue.
   - On the Proposed Title tab, pick the proposed title for the position from the drop down list and click "Search". Then confirm that this is the correct title by clicking "Select Title and Continue". After making sure the title is correct click "Continue to Next Page" at the bottom of the screen. If you do not wish to select a proposed title, there is an item to select to indicate this at the top of the list of titles.
4. Now you are ready to enter the data for the position. Fill in the fields on each tab/page with information requested and click "Continue to Next Page" at the bottom of each screen. Be sure to click "Save and Stay on This Page" to periodically save what you've entered so far, especially if you are multi-tasking.
   - The Action Justification tab is used for any comments, justifications or other information that needs to be communicated about the position. Please explain why this new position is needed in your department. A contact for the position should also be entered on this page.
   - The Position Information tab contains information about the department and supervisor, along with the job summary. On this tab, you will also need to select individuals who will need access to the position that do not have departmental or college/division access. This might include the hiring supervisor or others in your department that need to view the position description.
   - The Qualifications (P&S) or Experience (Merit) tab will fill in with the generic required qualifications (level of degree and number of years experience required) for the title you selected. You will need to modify this to add types of degrees and types of experience needed and other specific items. (Note: information entered here will

transfer to the Notice of Vacancy). You will also need to add Preferred Qualifications (P&S) or Special Qualifications (Merit) on this tab. They will also transfer to the NOV.

- The Proposed Job Duties tab is for entering the duties and responsibilities assigned to the position along with the corresponding percentages. Instructions on the screen will guide you in entering this information. Please explain acronyms and be detailed while describing regularly performed duties.
- Continue through the tabs entering information as requested.
- The Documents tab is used for attaching organizational charts **(required)** and any memos that might assist with classifying the position or communicating about the position. Click on the "Attach" button to search for and select the documents to be attached. Click "Confirm".

5. On the Next Reviewer tab, select a Next Approver name from the pick list to indicate the next approver (Note: this is the first person who should receive an email to review and approve the position information).
    - Select "PREVIEW ACTION" at the bottom/top of the screen. This will take you to the summary page where you can select save or route options. After selecting a save or route option, click "CONTINUE", then "CONFIRM".

Review, Approve and/or Edit a Saved or Routing Position Description:

1. Select PENDING ACTIONS (LISTED UNDER POSITION DESCRIPTIONS) from the red/gold menu
2. Click 'View/Edit" under the status column for the correct position description
3. Edit and enter information as needed. Don't forget to add any needed comments on the Action Justification tab. Be sure to select the name of the next approver on the Action Approval Steps tab. This is the person who should receive the next email to review the position information. NOTE: If the position goes to HR next, a next approver name does not need to be selected.
4. Select "VIEW ACTION SUMMARY" to go to the summary page to select save or route options. After selecting a save or route option, click "CONTINUE", then "CONFIRM".

View Status of Routing Position Description

1. Select PENDING ACTIONS (LISTED UNDER POSITION DESCRIPTIONS) from the red/gold menu.
2. Look at the information listed for the position description in question. The Status column will help you to know if the position description is with HR or another approver. If it is being reviewed by an approver other than HR, the Next Approver column will provide the name of that approver. Call 294-4800 if you need assistance.

Request Reclassification of an Existing Position

1. Locate "POSITION DESCRIPTIONS" in the red/gold menu to the left
2. Select "BEGIN NEW ACTION"

3. Select either “Reclassify a Merit Position Description” or “Reclassify a P&S Position Description”. NOTE: To request reclassification from Merit to P&S select “Reclassify a P&S Position”.
   - Enter search criteria in one of the blanks to help you locate the description for the position you want to reclassify and then click “Search”.
   - Click “Start Action” under the position you want to reclassify.
4. Modify any information in the position description that needs updating. The first two tabs contain the current title and current information from the approved position description.
   - The Action Justification tab can be used for any comments, justifications or other information that needs to be communicated about the position. Please explain how the position has changed. A contact for the position should also be entered on this page.
   - On the Proposed Title tab, click on the “Change Classification” button, then pick the proposed title for the reclassification from the drop down list and click “Search”. Then confirm that this is the correct title by clicking “Select Title and Continue”. After making sure the title is correct click “Continue to Next Page” at the bottom of the screen.
   - Now you are ready to enter the new data for the position. Fill in or modify the fields with information requested and click “Continue to Next Page” at the bottom of each screen.
   - Position Information tab contains information about the department and supervisor, along with the job summary. On this tab, you will also need to select individuals who will need access to the position that do not have departmental or college/division access. This might include the hiring supervisor or others in your department that need to view the position description.
   - The Qualifications (P&S) or Education (Merit) tab will fill in with the generic required qualifications (level of degree and number of years experience required) for the title you selected. You will need to modify this to add types of degrees and types of experience needed. (Note: if this is a position you will be advertising, information entered here will transfer to the Notice of Vacancy). You will also need to add Preferred Qualifications (P&S) or Special Qualifications (Merit) on this tab. These will also transfer to the NOV.
   - The Proposed Job Duties tab is for entering/modifying the duties and responsibilities assigned to the position along with the corresponding percentages. Instructions on the screen will guide you in entering/editing this information. Please explain acronyms and be detailed while describing regularly performed duties.
   - Continue through the tabs entering/modifying information as requested. It is important to enter the summary of the changes to the position in the area provided (Action Justification tab).
   - The Documents tab is used for attaching organizational charts **(required)** and any memos that might assist with classifying the position or communicating about the position. Click on the “Attach” button to search for and select the documents to be attached. Click “Confirm”.
5. On the Next Reviewer tab, select a Next Approver name from the pick list to indicate the next approver (Note: this is the first person who should receive an email to review and approve the position information).

- Select "PREVIEW ACTION" at the bottom of the screen. This will take you to the summary page where you can select save or route options. After selecting a save or route option, click "CONTINUE", then "CONFIRM".

Update an Existing Position Description

1. Locate "POSITION DESCRIPTIONS" in the red/gold menu to the left
2. Select "BEGIN NEW ACTION"
3. Select either "Update a Merit Position Description" or "Update a P&S Position Description".
   - Enter search criteria in at least one of the blanks to help you locate the description for the position you want to update and then click "Search".
   - Click "Start Action" under the position you want to reclassify.
4. Now you are ready to start updating the data for the position. Fill in or modify the fields as appropriate and on each tab and click "Continue to Next Page" at the bottom of each screen. NOTE: You may not change the title of a position through an update action. If you need to request a change to the title, please follow the instructions to "Request Reclassification of An Existing Position".
   - The Action Justification tab can be used for any comments, justifications or other information that needs to be communicated about the position. A contact for the position should also be entered on this page. Note: indicating what changes were made or what sections were modified could speed up the review of the position.
   - The Position Information tab contains information about the department and supervisor, along with the job summary. On this tab, you can select/update names of individuals who will need access to the position that do not have departmental or college/division access. This might include the hiring supervisor or others in your department that need to view the position description.
   - The Qualifications (P&S) or Experience (Merit) tab fills in with the generic required qualifications (level of degree and number of years experience required) for the current title. You will need to modify this to add types of degrees and types of experience needed. (Note: if this is a position you will be advertising, information entered here will transfer to the Notice of Vacancy). You will also need to add Preferred Qualifications (P&S) or Special Qualifications (Merit) on this tab. These will also transfer to the NOV.
   - The Proposed Job Duties tab is for entering/modifying the duties and responsibilities assigned to the position along with the corresponding percentages. Instructions on the screen will guide you in entering/editing this information. Please explain acronyms and be detailed while describing regularly performed duties.
   - Continue through the tabs entering/modifying information as requested.
   - The Documents tab is used for attaching organizational charts (**required**) and any memos that might assist with classifying the position or communicating about the position. Click on the "Attach" button to search for and select the documents to be attached. Click "Confirm".
5. On the Next Reviewer tab, select a Next Approver name from the pick list to indicate the next approver (Note: this is the first person who should receive an email to review and approve the position information).

- Select "PREVIEW ACTION" at the bottom of the screen. This will take you to the summary page where you can select save or route options.

REMEMBER: You can call 294-4800 if you need assistance.