**OPTION 1: (option 2 shown on page 3)**

1. To review your new pay grade, navigate to the upper right hand corner and click to view your profile.

2. On your profile, navigate to the left hand side and select Compensation.
3. Your pay grade will be listed under the compensation heading.

To view additional pay grade information, click on the grade.
**OPTION 2:**

1. To review your new pay grade, navigate to the search bar on the upper left hand corner, and search for **ISU New P&S Job Profile** report.

2. On the report page, Job Family Group will be prepopulated to Professional and Scientific. Job Family will be blank.

3. Click into the blank Job Family box.

4. Click on “All”
5. Select your job family.
6. Click the orange OK button in the bottom left corner.
7. To view details, select your job profile.

8. Select the Compensation tab.
   This is where the pay grade will be listed. To view additional pay grade information, click on the grade.