

 \_\_\_\_\_ review and approve the funding of requests to redefine hourly position descriptions.



1. Login to PAPERS7 – <https://jobs.odu.edu/hr>





2. Verify that you are in the “ ” module.

3. Ensure that you are logged in as the “ ”.






4. Click on the “   



**b** Clicking on the “ ” button will save your work and clicking on the “ ” button will move you through the position description creation steps.

**c.** You can exit the system and return at a later time to complete the redefinition by clicking on the “ ” tab and then selecting “ from the “  button.



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7. To submit the hourly redefinition request: From the “ Save” button, select “ Submit”. Then enter any comments you may want to communicate and select the “ Next” button to move the position action in the workflow.
  8. If needed, you could select “ Back”, enter any comments you may want to communicate and select the “ Previous” button to move the position action back for editing.