

FREQUENTLY ASKED QUESTIONS

COMPENSATION & CLASSIFICATION

HOW DO I ESTABLISH A CLASSIFIED POSITION?

To initiate the process to establish a classified position, please log into PAPERS at jobs.odu.edu/hr, click on Begin New Action under the Job Description tab, and then click on Create a New Classified Position.

THE DUTIES OF ONE OF MY CLASSIFIED POSITIONS HAVE DRAMATICALLY CHANGED OR I WOULD LIKE TO CHANGE THE ROLE OF THE POSITION. HOW CAN I REQUEST THESE CHANGES REFLECTED IN THE POSITION DESCRIPTION?

If there are major changes to position duties or the role of the position is changed, the Redefinition process in PAPERS should be initiated. In order to start this process, log into PAPERS at jobs.odu.edu/hr, click on Begin New Action under the Job Description tab, and then click on Redefine a Classified Position.

THERE ARE SOME MINOR CHANGES THAT I WOULD LIKE TO MAKE IN THE DUTIES OF ONE OF MY CLASSIFIED POSITIONS. HOW DO I GET THESE CHANGES REFLECTED IN THE POSITION DESCRIPTION?

The Update process in PAPERS should be completed to make minor changes to a position description. In order to initiate the update process, log into PAPERS at jobs.odu.edu/hr, click on Begin New Action under the Job Description tab and click on Update a Classified Position.

I WOULD LIKE TO INCREASE THE SALARY OF ONE OF MY EMPLOYEES DUE TO ONE OF THE FOLLOWING REASONS: CHANGE IN DUTIES, INTERNAL ALIGNMENT, RETENTION, OR EMPLOYEE RECEIVED CERTIFICATION, LICENSE, OR DEGREE.

To request a salary increase for an employee for change in duties, internal alignment, retention, or application of new KSAs, the Redefinition process in PAPERS must be completed. In order to start this process, log into PAPERS at jobs.odu.edu/hr, click on Begin New Action under the Job Description tab, and then click on Redefine a Classified Position.

HOW CAN I ESTABLISH AN HOURLY POSITION?

In order to establish an hourly position, the following documents along with the appropriate signatures should be submitted to the Human Resources Office: the Request to Establish/Change an Hourly Position form (HR-3), the Hourly Position Description, and the

department's organizational chart. The HR-3 and Hourly Position Description forms can be located under the Forms link under the Human Resources web site.

HOW DO I ESTABLISH OR REDEFINE AN ADMINISTRATIVE & PROFESSIONAL FACULTY POSITION IN MY DEPARTMENT?

In order to establish or redefine an Administrative & Professional faculty position, the following documents along with the appropriate signatures should be submitted to the Human Resources Office: the Request to Establish a Faculty Position/ Redefine a Faculty position (HR2000) form, the Administrative & Professional Faculty Position Description form, the Physical Requirements Worksheet, and the department's organizational chart. The HR2000, the Administrative & Professional Faculty Position Description form, and the Physical Requirements Worksheet can be located under the Forms link under the Human Resources web site.

WHEN SHOULD I CERTIFY A POSITION IN PAPERS?

A position should be certified in PAPERS: 1) at the beginning of the new annual performance cycle each year, 2) within the first 30 days of a new employee's hire date, and 3) when there are changes in the position description.