

PAPERS CLASSIFIED CREATE and/or REDEFINE PROCESSES

Quick Guide for Vice Presidents

When one of the Budget Unit Directors in your area has approved the creation of a new classified position or the redefinition of an existing classified position description in **PAPERS**, you will receive an e-mail message informing you that an action is pending for your review.

Go to <https://olddominion.peopleadmin.com/hr>, **Login**, and click on **Pending Actions** under the **Job Descriptions** section in the navigation bar on the left of the screen. *(Note: Ensure that you are logged in with the User Type of Vice President and the Default View of Department.)*

Click on **“View”** under the position title to be reviewed.

Scroll through each section of the position description using the arrow on the lower right side of the screen. Although this link provides you with access to review the position description section-by-section, you do not have the ability to edit any of the information the supervisor has entered. If you wish to enter comments requesting edits by the supervisor or any other comments, please do so on the **Comments** tab.

Once you have reviewed each section, click on one of the following options:

- **“Save the Action without Submitting”**
- **“Disapprove and Return to Supervisor for Editing”**
- **“Submit for Human Resources Review”**

Then click on **Continue** and then **Confirm**.

If you clicked on **Save the Action without Submitting**, you can return to the action by repeating the steps above.

If you clicked on **Disapprove and Return to Supervisor for Editing**, the process above will be repeated after the supervisor completes the requested edits.

If you need to review more position descriptions, click on **Pending Actions** in the **Job Descriptions** section of the navigation bar on the left of the screen and repeat the process described above.

Once you have reviewed all the pending position descriptions, you may logout of the system by clicking on **Logout** under **Admin** in the navigation bar on the left of the screen.

Please contact Human Resources if you need assistance at any time during this process.