Getting Started

- Start at the Human Resources home page: [https://www.odu.edu/humanresources](https://www.odu.edu/humanresources)
- Select the PAPERS link on the right side of the page
- Select Login PAPERS System
- Click Monarch-Key Login
- Use your Midas ID and Password to login

Refreshing the Position Description

You should refresh the PD for your classified employees prior to beginning an evaluation. Once the evaluation process has been started, a PD cannot be refreshed.

To Refresh a Position Description:
PAPERS User Guide: REFRESHING A POSITION DESCRIPTION
CLASSIFIED EMPLOYEES

• Select My Employees' Reviews on the left hand side of the page.

![My Employees' Reviews](image)

• Select the Staff Annual Program for the employee whose PD needs to be refreshed.
• Select Plan on the sidebar.

![Plan](image)

• Click the blue Actions button and select Revise.

![Actions](image)

• On the right side of the page use the option to Refresh Job Duties From select the correct job title and select Apply. Complete this action on each tab to update the PD for your Supervisor Evaluation.

![Refresh Job Duties From](image)

• Select the Special Assignments tab and refresh the duties again.

![Special Assignments](image)
Select the **Behavioral Competencies** tab and refresh the duties again.

**Behavioral Competencies**

![Refresh Job Duties from TRADES/UTILITIES SENIOR Apply](https://jobs.odu.edu)

**NOTE:** Each time you refresh a tab on the PD you will receive this warning message:

```plaintext
jobs.odu.edu says:
Are you sure you want to refresh the "Special Assignments" section from the position description? This will overwrite the existing content in this section.

[OK] [Cancel]
```

Click **OK**

Each time a section is successfully refreshed you will see the following confirmation at the top of the screen:

```
The "Special Assignments" section has been refreshed from the position description.
```

- Once the PD has been refreshed, you can begin completing the evaluation.