Old Dominion University
I D E A FUSION

Staff Position Management

Quick Guide to Establishing Classified Positions

Budget Unit Directors review and approve the funding of requests to establish new classified position descriptions.

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

2. Verify that you are in the "**Position Management**" module.

3. Ensure that you are logged in as the "**Budget Unit Director**".

4. From the **Inbox** click on the "**Position Actions**" tab and click on the title of the position or Click on the "**Position Descriptions**" tab, then "**Staff Position Actions**" and click on the title of the position.

5. Click on "**Edit**".

6. Review the Position Budget information and change as needed. Remember:

   a. Required fields have a RED * by the field name – you must complete those fields in order to move to the next section.

   b. Clicking on the "**Save**" button will save your work and clicking on the "**Next**" 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 "**Position Action Summary**" tab and then selecting "**Keep working on this Position Action**" from the "**Take Action on Position Action**" button.

7. To submit the classified establishment request: From the **"Take Action on Position Action"** button, select **"Submit (move to VP)"**. Then enter any comments you may want to communicate and select the **"Submit"** button to move the position action in the workflow.

8. If needed, you could select **"Return (move to Hiring Manager)"**, enter any comments you may want to communicate and select the **"Submit"** button to move the position action back for editing.