

# Staff Position Management

## Quick Guide to Redefining Classified Positions

**Budget Unit Directors** review and approve the funding of requests to redefine 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.