

Staff Position Management

Quick Guide to Redefining Hourly Positions

Budget Unit Directors review and approve the funding of requests to redefine hourly 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. Click on the “**Position Descriptions**” tab, then “**Staff Position Actions**” or from the inbox click on the “**Position Actions**” tab 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.

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7. To submit the hourly redefinition request: From the “**Take Action on Position Action**” button, select “**Submit (move to HR Class & Comp)**”. 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.