
 _____ 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 “ ” module.

3. Ensure that you are logged in as the “ ”.

4. Click on the “   









b Clicking on the “ ” button will save your work and clicking on the “ ” 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 “ ” tab and then selecting “ from the

“  button.



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7. To submit the hourly redefinition request: From the “” button, select “” button, select “”. Then enter any comments you may want to communicate and select the “” button to move the position action in the workflow.
 8. If needed, you could select “”, enter any comments you may want to communicate and select the “” button to move the position action back for editing.