
















 _____ 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 “ Save” button, select “ Submit”. Then enter any comments you may want to communicate and select the “ Next” button to move the position action in the workflow.
 8. If needed, you could select “ Back”, enter any comments you may want to communicate and select the “ Previous” button to move the position action back for editing.