
















Quick Guide to Redefining Classified Positions

 _____ 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 “ Home” module.
3. Ensure that you are logged in as the “ Admin”.
4. From the  Home click on the “ Positions” tab and click on the title of the position or Click on the “ Positions” tab, then “ Add” and click on the title of the position.
5. Click on “ Home”.
6. Review the Position Budget information and change as needed. Remember:
 - a. The “ Next” button will move you through the position redefinition steps.
 - b. You can exit the system and return at a later time to complete the redefinition by clicking on the “ Home” button from the “ Positions” page.
 - c. You can exit the system and return at a later time to complete the redefinition by clicking on the “ Home” button from the “ Positions” page.



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