



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



7.