

Hiring Managers can redefine hourly position descriptions changing the core duties of the position. This tool can also be used to update the position details as a change of duties within the scope of the current role.

1. Login to PAPERS7 – <https://jobs.odu.edu/hr>
5. Use the search form to locate the position description by any of the following fields:
 - a. Position Number
 - b. Working Title
 - c. Department
6. Click on the working title of the position you intend to modify.
7. On the Position Description page, click on the link at the top right of the page.
8. Click on the



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- clicking the radio button next to the role title. *Note: Hourly role codes begin with (9). Click “next ” to move on.
9. Complete the information as needed, navigating through the tabs on the left hand side of the page. 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 modification steps.
 - c. You can exit the system and return at a later time to complete the redefinition/update 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
 - d. The redefinition will require justification and you will need to attach a current organizational chart.
10. To submit the hourly redefinition/update request: From the “Take Action on Position Action ” button, select “Submit (move to Budget Unit Director) ”. Then enter any comments you may want to enter to communicate and select the “Submit ” button to move the position action in the workflow.