
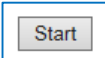


Staff Position Management

Quick Guide to Redefining Hourly Positions

Hiring Managers can redefine hourly position descriptions changing the core duties of the position as needed. This includes changes that are outside of the current scope of the current role. **This action can also be used to update other position details and change duties within the scope of the current role.*

1. Login to PAPERS7 – <https://jobs.odu.edu/hr>
2. Verify that you are in the “**Position Management**” module
3. Ensure that you are logged in as the “**Hiring Manager**” (User Group).
4. Click on the “**Position Descriptions**” tab, then “**Staff**” or from the Shortcuts box click on “**Redefine Hourly Position Description**”.
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  shown on the next page. Select the role you’ve determined to be the most appropriate from those available at the bottom of the page by

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.