_____ 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.

7. To submit the hourly redefinition request: From the "█████ ███" button, select "████████████████████████████". Then enter any comments you may want to communicate and select the "███" button to move the position action in the workflow.

8. If needed, you could select "███████████████", enter any comments you may want to communicate and select the "███" button to move the position action back for editing.