





















Quick Guide to Establishing Classified Positions

 _____ review and approve the funding of requests to establish new 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 to the position redefinition by clicking on the “ ” then selecting “ ” from the “ ”  .
 - c. You can exit the system and return at a later time to complete the position redefinition by clicking on the “ ” then selecting “ ” from the “ ”  .



7.