position descriptions.

- 1. Login to PAPERS7 <u>https://jobs.odu.edu/hr</u>

"N " 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 "In italian and then selecting "I'rom the

*** b** button.



7. To submit the hourly redefinition request: From the "

	å " button, select " p	". Then enter
	any comments you may want to communicate and select the "En	" 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 "En	" button to

move the position action back for editing.