OLD DOMINION
UNIVERSITY

PAPERS7 User Guide

CLASSIFIED/HOURLY

APPROVING POSTINGS

Budget Unit Director

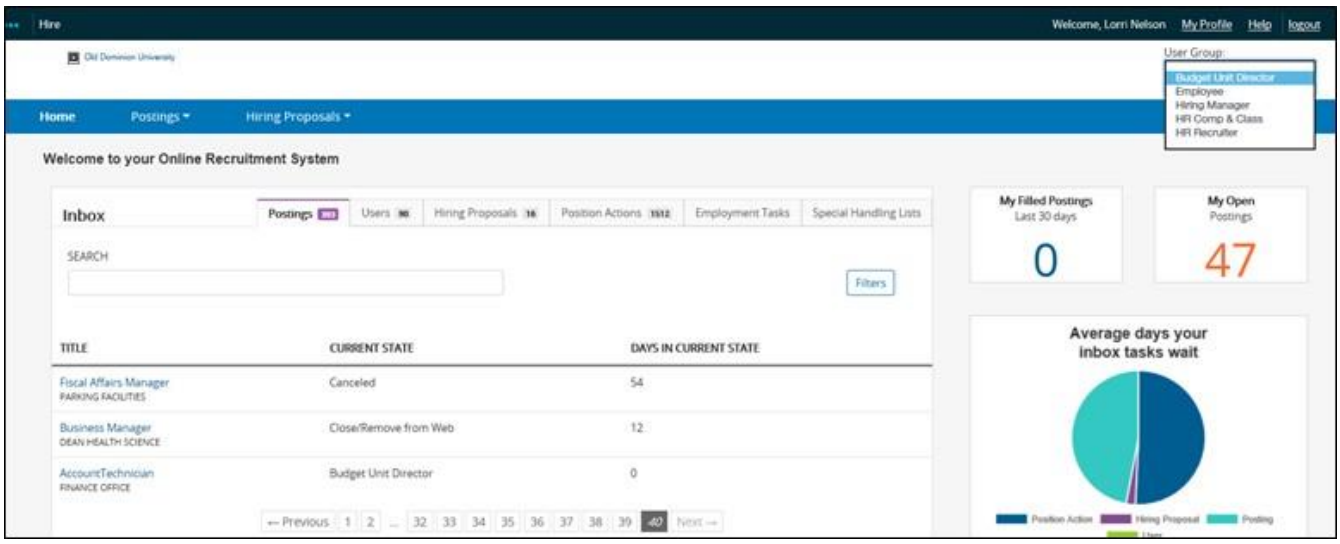
Department of Human Resources
September 2019

Approving a Posting - Budget Unit Director (BUD)

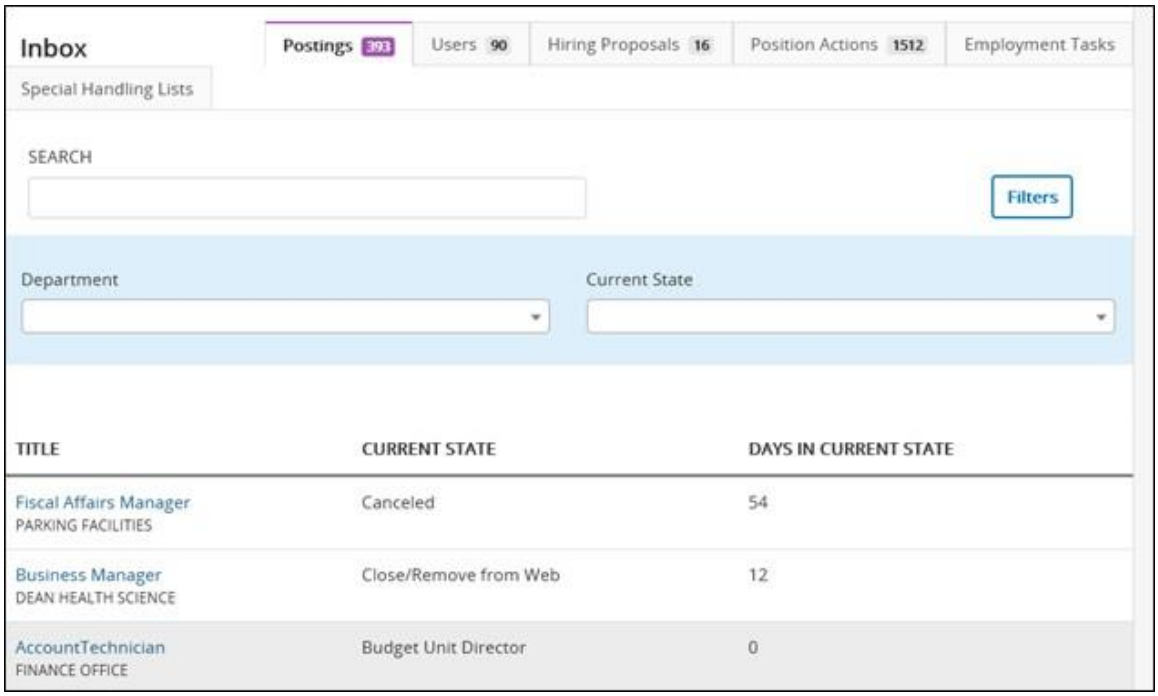
Budget Unit Director (BUD) must review proposed job posting for accuracy (correct salary information, Budget Code, etc.) and approve the posting before it can be submitted to Human Resources (HR) for posting to the job site.

BUD will review, complete, or edit the posting for budget and funding allocation to ensure adequate funding exists for the requested salary.

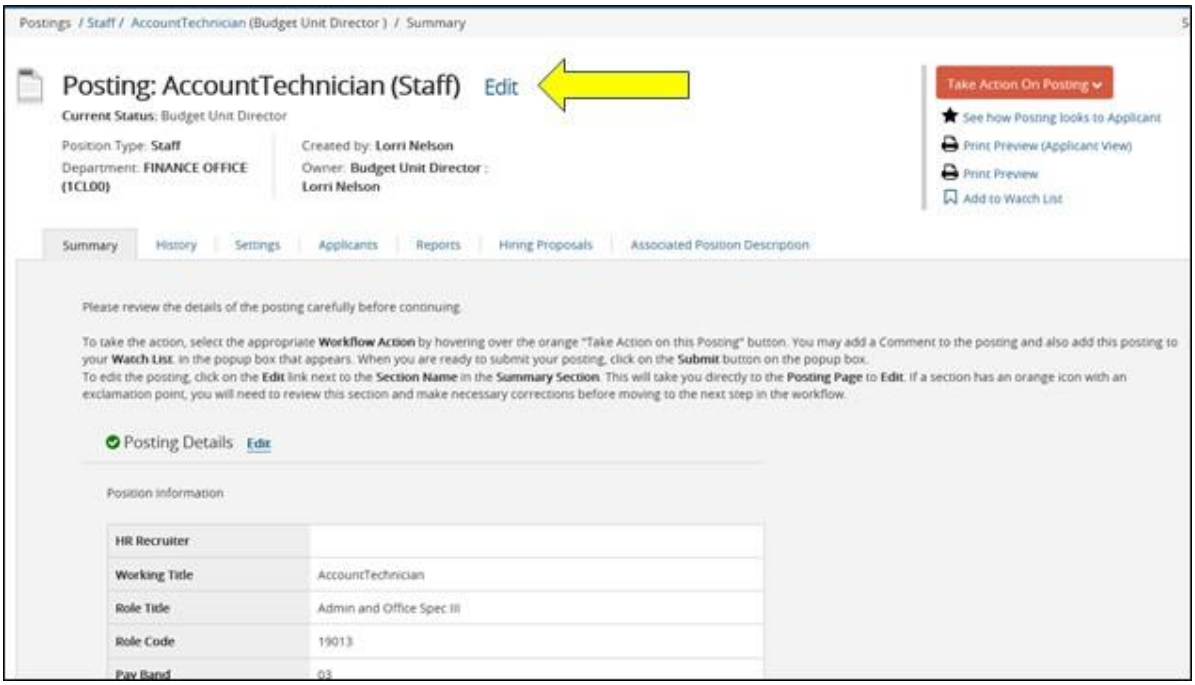
1. Once successfully logged into the system and in the Hire module, verify user group is Budget Unit Director. If not, select Budget Unit Director from the drop-down menu.



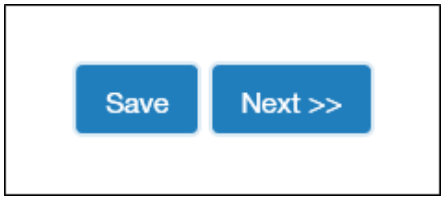
2. In the middle of your screen is your **Inbox**. Click on the job title of the posting you need to approve.



3. The posting summary of the job will appear for review. Click on **Edit** next to the position title to make any changes to the posting.



4. Clicking on the **Save** button will save information on each individual screen, and by clicking on the **Next** button, the information will save as well as you move through the Posting Details, Advertising Publications, Supplemental Questions and Posting Documents screens. When the information has been verified, click the Next button to continue.

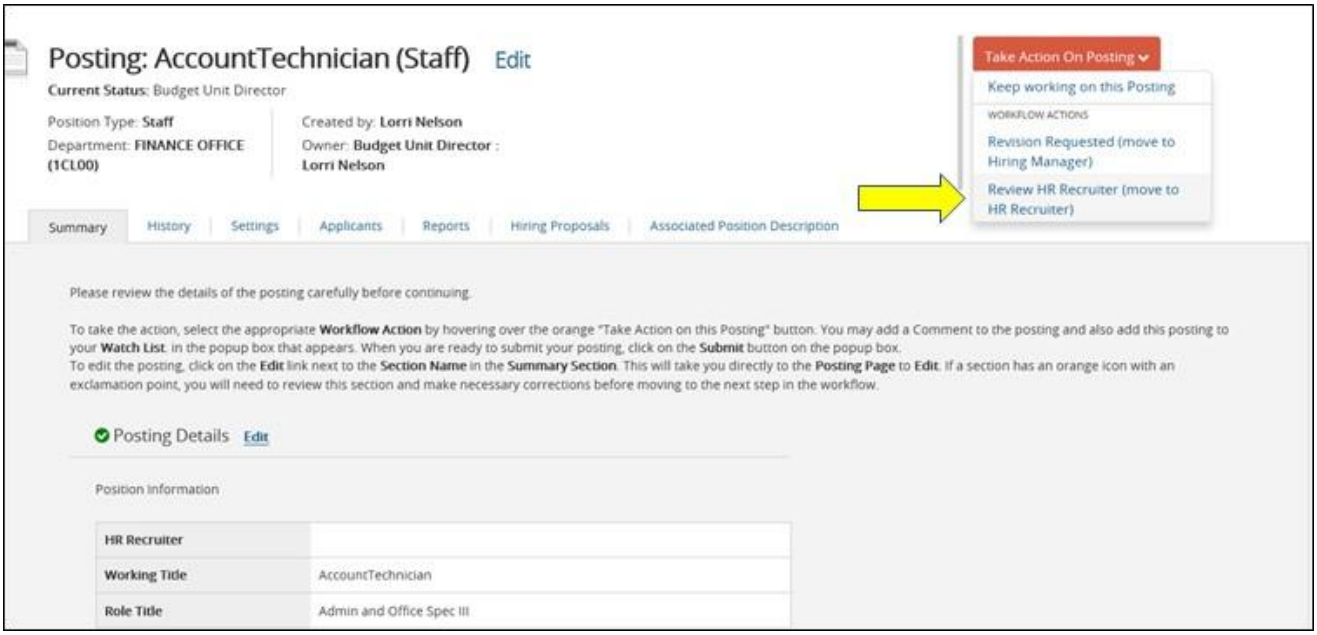


5. Once all the edits have been made, you will be returned to the Posting Summary screen where you can view the posting in its entirety.

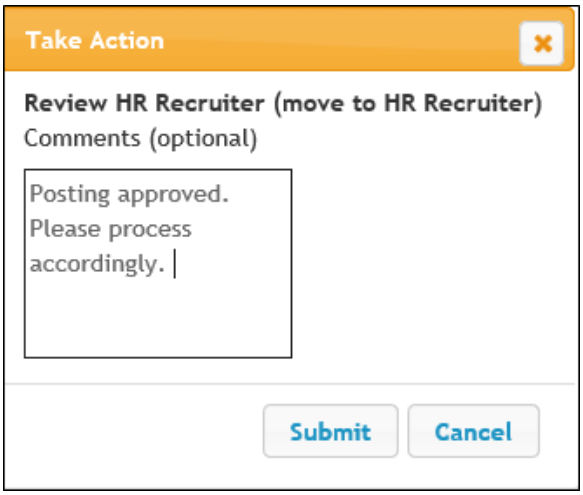
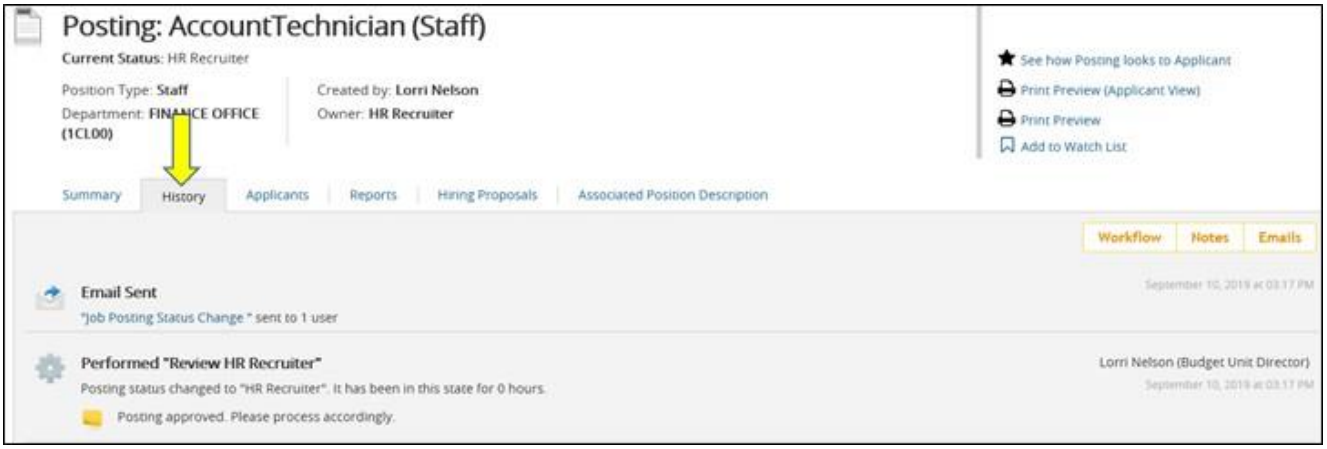
After reviewing the Posting Summary and providing any needed information, you are ready to move the posting along in the workflow. Look to the middle top right of the screen and click on the orange **Take Action on Posting** button. Then click on **Review HR Recruiter (move to HR Recruiter)**.

Selecting the **Keep working on this posting** link will save the posting, so that you may return at a later time to complete the action.

Selecting **Revision Requested (move to HM)** will send the posting back to the Hiring Manager.



6. This will open a **Take Action** dialogue box. Here you can add comments for the HR Recruiter or HM to review information related to the posting.



The comment(s) will become a permanent part of the posting record. They cannot be edited or removed once they've been added. The comments are viewable under the **History** link, and are viewable by all parties associated with this posting.