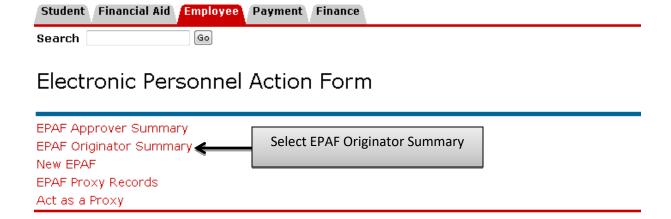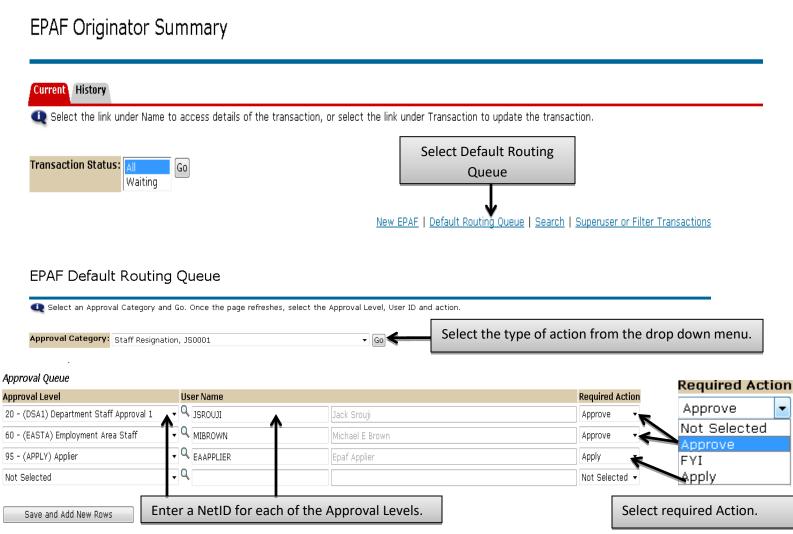## SET UP DEFAULT ROUTING QUEUES JOB AID

As a Department EPAF Originator, you can establish a pre-defined default routing queue for a particular approval category. The default routing will specify the mandatory levels of approval for that category, assign names to some or all the levels, and identify the action each of the approvers must take.

Student	Financial Aid	**Employee**	Payment	Finance

Search [_____] Go

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary   ← Select EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

EPAF Originator Summary

| Current | History |

ⓘ Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Select Default Routing Queue

Transaction Status: [All / Waiting] Go

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions

EPAF Default Routing Queue

ⓘ Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Staff Resignation, JS0001 [▼] Go ←   Select the type of action from the drop down menu.

Approval Queue

Approval Level	User Name		Required Action
20 – (DSA1) Department Staff Approval 1 ▼ 🔍	JSROUJI	Jack Srouji	Approve ▼
60 – (EASTA) Employment Area Staff ▼ 🔍	MIBROWN	Michael E Brown	Approve ▼
95 – (APPLY) Applier ▼ 🔍	EAAPPLIER	Epaf Applier	Apply ▼
Not Selected ▼ 🔍			Not Selected ▼

Required Action

Approve ▼
Not Selected
Approve
FYI
Apply

[Save and Add New Rows]

Enter a NetID for each of the Approval Levels.

Select required Action.

Revised 10/5/12