

Originator logs in to the ePAF system.

Selects 'EPAF Originator Summary' from first screen:

Electronic Personnel Action Form

[EPAF Originator Summary](#)

[New EPAF](#)

[Act as a Proxy](#)

RELEASE: 8.5

Select 'Default Routing Queue' at bottom of EPAF Originator Summary screen

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.

Transaction Status:

No transactions found in your queue.

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Select from pull-down what ePAF category you want to build a default routing queue for and then press GO.

EPAF Default Routing Queue

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

Approval Category:	Not Selected	Go	<div style="border: 1px solid black; padding: 5px; text-align: center;">Highlight the ePAF category desired and press GO.</div>
Approval Queue	Not Selected Use to pay employees on call pay, EARN1 Title Change with/without salary change, RECLAS		
Approval Level	Change employees annual salary, SALADJ		Required Action
Not Selected	Change employees FTE/Salary/Class Code, FTE		Not Selected
Not Selected	Staff Leaving Employment, ENDJOB		Not Selected
Not Selected	Change funding source, FUND		Not Selected
Not Selected	Pay taxes on activity card, ACTCRD		Not Selected
Not Selected	Faculty one time bonus payment (Provost Only), PAA		Not Selected
Not Selected	Set up allowance(s) for use of electronic device, CELMON		Not Selected
Not Selected	Budget Transfer (Budget Office ONLY), BUDGET		Not Selected
	Transfer Employee to New Position, TRANSFR		
	Faculty Leaving Employment (Academic Affairs Office Only), FTERM		
Save and Add N	Discontinue Monthly Cell Phone Allowance, CELEND		
	New Hire Student, NHST		
	Re-Hire Student, RHST		
	New Hire Student on Workstudy, NHSW		
	Re-Hire Student on Workstudy, RHSW		
	Student Leaving Employment, ENDSTU		
	Enter a faculty overload, OVERLD		
	Student Hourly Pay Rate Change, RSTADJ		
	Work Study Student Hourly Pay Rate Change, RSWADJ		

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Enter desired default approver information.

EPAF Default Routing Queue

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

Approval Category: Title Change with/without salary change, RECLAS

Select the user id for each approval level listed.
NOTE: Use the magnifying glass icon to ensure correct spelling.

Approval Queue

Approval Level	User Name	Required Action
10 - (DEPT) Department Head	<input type="text" value="BBRADEN"/> Brian M. Braden	Approve
15 - (VERIF) Account Verification	<input type="text" value="LSHEPPAR"/> Lisa J. Sheppard	Approve
20 - (DEAN) Dean/Administrative Head	<input type="text" value="DFOX"/> Douglas W. Fox	Approve
30 - (VP) Vice President/Provost Office	<input type="text" value="AWRIGHT"/> Angelina W. Wright	Approve
40 - (HR) Human Resources	<input type="text" value="KNEAL"/> Kurtis Ross Neal	Approve
50 - (BUDGET) Budget Office	<input type="text" value="MPEPPER"/> Margaret Rhea Pepper	Approve
90 - (PAYROL) Payroll	<input type="text" value="SHBROOKS"/> Shonda L. Brooks	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

When completed, press 'Save and Add New Rows' button

EPAF Default Routing Queue

✓ Your change was saved successfully

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

Approval Category: Title Change with/without salary change, RECLAS

Approval Queue

Approval Level	User Name		Required Action	Remove
10 - (DEPT) Department Head	<input type="text" value="BBRADEN"/> <input type="button" value="Q"/>	<input type="text" value="Brian M. Braden"/>	Approve	<input type="checkbox"/>
15 - (VERIF) Account Verification	<input type="text" value="LSHEPPAR"/> <input type="button" value="Q"/>	<input type="text" value="Lisa J. Sheppard"/>	Approve	<input type="checkbox"/>
20 - (DEAN) Dean/Administrative Head	<input type="text" value="DFOX"/> <input type="button" value="Q"/>	<input type="text" value="Douglas W. Fox"/>	Approve	<input type="checkbox"/>
30 - (VP) Vice President/Provost Office	<input type="text" value="AWRIGHT"/> <input type="button" value="Q"/>	<input type="text" value="Angelina W. Wright"/>	Approve	<input type="checkbox"/>
40 - (HR) Human Resources	<input type="text" value="KNEAL"/> <input type="button" value="Q"/>	<input type="text" value="Kurtis Ross Neal"/>	Approve	<input type="checkbox"/>
50 - (BUDGET) Budget Office	<input type="text" value="MPEPPER"/> <input type="button" value="Q"/>	<input type="text" value="Margaret Rhea Pepper"/>	Approve	<input type="checkbox"/>
90 - (PAYROL) Payroll	<input type="text" value="SHBROOKS"/> <input type="button" value="Q"/>	<input type="text" value="Shonda L. Brooks"/>	Apply	<input type="checkbox"/>
Not Selected	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/>	Not Selected	<input type="checkbox"/>

At this point, you may select another ePAF category and press GO. Repeat steps for all ePAF categories you have a need for.

When you now go to create a NEW ePAF, the default approver(s) will automatically be populated; however, if you should desire to change an approver, you can by over-riding the default user id.