

## Default Routing Queue Tips

- In Bannerweb select the EPAF Administrator link.
- Then go to EPAF Originator Summary and select Default Routing Queue

Main Menu Personal Info **Employee** Finance

Search  Go

### Electronic Personnel Action Form

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[EPAF Approver Summary](#)  
[EPAF Originator Summary](#) ←  
[New EPAF](#)  
[EPAF Proxy Records](#)  
[Act as a Proxy](#)

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← New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions  
Return to EPAF Menu

- Select Approval Category that needs to be changed in list and hit GO

Approval Category:  Go

*Approval Queue*

Approval Level	User Name
Not Selected	<input type="text"/> <input type="text"/>
Not Selected	<input type="text"/> <input type="text"/>
Not Selected	<input type="text"/> <input type="text"/>
Not Selected	<input type="text"/> <input type="text"/>

- Now press magnifying glass to see selectable approvers
- Highlight name and press SELECT then
- Save and Add New Rows

**Approval Category:** Hire BW Undergrad - Federal Workstudy - (W09908), STHIR4

**Approval Queue**

Approval Level	User Name
20 - (DEPT) Dept Head OR Dept Approver	CJL
35 - (FINAID) Financial Aid	PPASKALIS
60 - (PAYBW) Payroll Office - BiWeekly	MSIKAZWE
80 - (HR) Human Resources	LAPIERRE
Not Selected	
Not Selected	
Not Selected	
Not Selected	

Save and Add New Rows

**Search:**

**User Names,  
60 - Payroll Office - BiWeekly**

Curran, Patricia A. (PACURRAN)

Select

Now you can update other Approval Categories as necessary

**Approval Category:** Hire BW Undergrad - Department Funded, STHIR2