

# Electronic Personnel Action Forms (EPAF) Default Routing Queue Setup for EPAF Originators

Setting up default routing queues for the EPAF Approval Categories frequently used will save time by automatically populating the routing queue every time you use that specific EPAF Approval Category. You may want to consider setting up default routing queues for each EPAF Approval Category available to you. Please keep in mind that if an approver in the routing queue changes, you will need to change the default routing queues you have setup. For example, if your department head changes, you will need to change the default routing queue for each EPAF Approval Category that requires department head approval.

1. From the EPAF Menu, click on EPAF Originator Summary

The screenshot shows the Northern Michigan University Self Service portal. The header includes the university logo and the text "NORTHERN MICHIGAN UNIVERSITY | SELF SERVICE". Below the header is a navigation menu with tabs for "Personal Information", "Student Services & Financial Aid", "Faculty Services", "Employee", "WebTailor Administration", and "Proxy Access". The "Employee" tab is selected. A search bar is present with a "Go" button. On the right side of the navigation bar, there are links for "RETURN TO EMPLOYEE MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Electronic Personnel Action Form" and contains links for "EPAF Approver Summary", "EPAF Originator Summary", and "New EPAF". Below the links, it says "RELEASE: 8.12.1.5" and "© 2019 Ellucian Company L.P. and its affiliates."

2. Click on Default Routing Queue

The screenshot shows the Northern Michigan University Self Service portal, specifically the "EPAF Originator Summary" page. The header and navigation menu are the same as in the previous screenshot. The "Employee" tab is selected. Below the navigation bar, there is a search bar and a "Go" button. The main content area is titled "EPAF Originator Summary" and has two tabs: "Current" and "History". Below the tabs, there is a message: "Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction." Below this message is a "Transaction Status:" label with a dropdown menu set to "All" and a "Go" button. A red circle icon is followed by the text "No transactions found in your queue." Below this, there is a link for "New EPAF" and a link for "Default Routing Queue" which is highlighted with a red box. To the right of these links is a search bar and the text "Search | Superuser or Filter Transactions". Below the search bar is a link for "Return to EPAF Menu". At the bottom of the page, it says "RELEASE: 8.12.1.5" and "© 2019 Ellucian Company L.P. and its affiliates."

3. Select the EPAF Approval Category from the dropdown box
4. Click "Go" to populate the approval queue levels

NORTHERN MICHIGAN UNIVERSITY | SELF SERVICE

Personal Information Student Services & Financial Aid Faculty Services **Employee** WebTailor Administration Proxy Access

Search  Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

### 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

Student or Student Temp Pay Rate Change, PAYCHN  
 Terminate Student/Temp Student Job Early, TERMST  
 Student Academic Year Hire 6+ credits (4+ Grad) 2XXXXX, STANEW

**Approval Queue**

Approval Level	User Name	Required Action
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

EPAF Originator Summary  
Return to EPAF Menu

RELEASE: 8.8

© 2019 Ellucian Company L.P. and its affiliates.

5. Type in the approver NMU username or use the magnifying glass to select the appropriate user for each approval level listed in the approval queue. There is only one generic option available for the HR approval levels.
6. When all of the specified approval level rows are complete, click Save and Add New Rows

NORTHERN MICHIGAN UNIVERSITY | SELF SERVICE

Personal Information Student Services & Financial Aid Faculty Services **Employee** WebTailor Administration Proxy Access

Search  Go RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

### EPAF Default Routing Queue

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

**Approval Category:** Student Academic Year Hire 6+ credits (4+ Grad) 2XXXXX, STANEW

**Approval Queue**

Approval Level	User Name	Required Action	Remove
98 - (HR6) Hiring Document Verification	HR_9APV	HR_19 Approval NMU	Approve <input type="checkbox"/>
99 - (HR3) Student HR Apply	HR_APLY1	HR Student Apply EPAF NMU	Apply <input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>
Not Selected	<input type="text"/>	Not Selected	<input type="checkbox"/>

EPAF Originator Summary  
Return to EPAF Menu

RELEASE: 8.8

© 2019 Ellucian Company L.P. and its affiliates.

7. Repeat steps 3-6 for other EPAF Approval Categories for which you want to setup default routing queues