

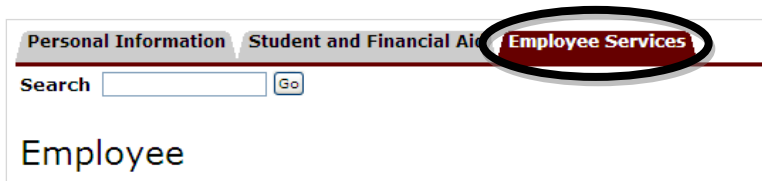
## EPAF DEFAULT ROUTING QUEUE

The Default Routing queue can be used to set up default approvers.

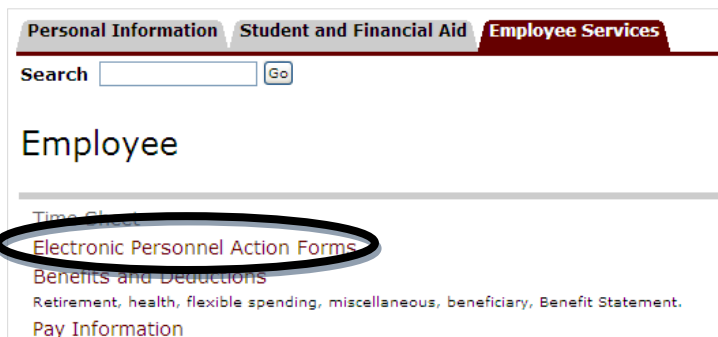
Defaulting approvers saves time when entering an EPAF. The Originator does not have to enter or search for an approver's name.

Default approvers have to be set up separately for each **Approval Category** (type of EPAF). Defaulting the *Department Head* approval level for one Approval Category (EPAF) does not automatically default the *Department Head* approval level for another Approval Category (EPAF).

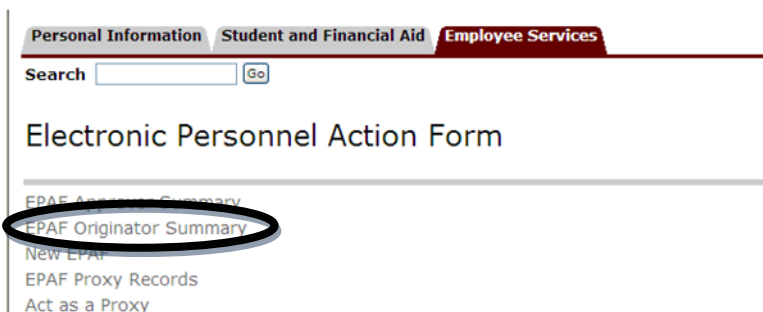
1. Log in to PAWS – [www.fit.edu/paws](http://www.fit.edu/paws)
2. Click on the **Employee Services** tab



3. Click on **Electronic Personnel Action Forms**



4. Click on **EPAF Originator Summary**



- Click on **Default Routing Queue**

EPAF Originator Summary

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**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: All   
 Return for Correction

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

- Click the **Approval Category** dropdown menu and select the Approval Category for which you want to set the default approval levels. **Remember: Approval Levels must be set up separately for each Approval Category.**

EPAF Default Routing Queue

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

Approval Category: Not Selected

Approval Queue

Approval Level

Approval Level	Approval Queue	User ID	Required Action
Not Selected	* Adjunct Faculty New Hire, ADJ-NH		Not Selected
Not Selected	* Adjunct Faculty Rehire, ADJ-RH		Not Selected
Not Selected	* Employee Supplemental Rehire, RH-SUP		Not Selected
Not Selected	* Time Sheet Org Change, TS-ORG		Not Selected
Not Selected	* College Work Study Hire, NH-CWS		Not Selected
Not Selected	* College Roll Hire, COLROL		Not Selected

- Click **Go**
- Enter a Banner ID or search for a Banner ID (using the magnifying glass) for each of the Approval Levels

EPAF Default Routing Queue

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

Approval Category: \* Adjunct Faculty New Hire, ADJ-NH

Approval Queue

Approval Level	User Name	Required Action
20 - (20) Department Head		Approve
80 - (80) Provost		Approve
90 - (90) HR and Superuser		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

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

**Valid Values**

Search:

**User Names, 20 - Department Head**

- Boyce, Mfon C. (MBOYCE)
- Irizarry, Catherine J. (IRIZARRY)
- Schmitt, Cynthia R. (CSCHMITT)
- Smith, Beata L. (BSMITH)
- Tudor, Diane B. (DTUDOR)

9. Click the **Save and Add New Rows** button to save your changes

EPAF Default Routing Queue

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

Approval Category: \* Adjunct Faculty New Hire, ADJ-NH [Go]

**Approval Queue**

Approval Level	User Name	Required Action
20 - (20) Department Head	CSCHMITT Cynthia R Schmitt	Approve
80 - (80) Provost	IRIZARRY Catherine J Irizarry	Approve
90 - (90) HR and Superuser	DTUDOR Diane B Tudor	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

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

**Save and Add New Rows**

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: \* Adjunct Faculty New Hire, ADJ-NH [Go]

**Approval Queue**

Approval Level	User Name	Required Action	Remove
20 - (20) Department Head	CSCHMITT Cynthia R Schmitt	Approve	<input type="checkbox"/>
80 - (80) Provost	IRIZARRY Catherine J Irizarry	Approve	<input type="checkbox"/>
90 - (90) HR and Superuser	DTUDOR Diane B Tudor	Apply	<input type="checkbox"/>
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

**Save and Add New Rows**

**To change the approver in a default approval level**

1. Replace the Banner ID of the current approver with the new approver’s Banner ID by typing it or searching and selecting the name.
2. Click **Save and Add New Rows**.

**Note: Do not click the “Remove” checkbox to change an approval level.**