

# EPAF Originator Instructions For Creating Default Routing Queue

Use to create Default Routing Queues

Routing Queues must be defined for every EPAF entered into the system. Setting up a pre-defined Default Routing Queue will save time by automatically populating the Routing Queue fields.

From EPAF main menu, click **Default Routing Queue**.

## STEP 1: Select Approval Category

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

Approval Category: Not Selected

1. Select an Approval Category.  
2. Click GO.

Approval Level	User Name	Required Action
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

- From the drop down menu, select an **APPROVAL CATEGORY**.
- Click **GO**.

## STEP 2: Enter Approvers

Select an Approver for each of the mandatory

Only restricted

Enter RFELTS for University Student workers.  
Enter STHERRIEN for Federal Work Study and Grad Assistants.  
Enter MCLARK40 for Payroll and Superuser.

Approval Level	User Name	Required Action
10 - (FINMGR) Financial Manager		Approve
70 - (GRANTS) Grants Approval		Approve
80 - (SFA) Student Financial Aid		Approve
90 - (PAYR) Payroll and Superuser		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

- Enter approver user names for each mandatory approval level.
- Click **SAVE AND ADD NEW ROWS**.

The default routing queues will automatically populate with the Approvers' individual user names each time you create an EPAF using that Approval Category. You may create Default Routing Queues for each Approval Category you regularly use.