

Entering a Routing Queue Manually

The next section is the routing queue. In this section you define **who will approve and apply** the EPAF. Notice that the system has populated approval levels needed in addition to **Approver Levels, Users, and the Required Action of each approver in your division**. To select a person **click on the magnifying glass icon** and select the appropriate **approving manager** for your department that is authorizing this transaction **and the action required for each user**. If they do not appear on this list, please contact your HR office for inclusion.

Routing Queue

Defaults {

Approval Level	User Name	Required Action
70 - (BUDGET) Budget	<input type="text"/>	Approve
80 - (HR) Human Resources Approver	<input type="text"/>	Approve
85 - (HR2) Human Resources Applier	<input type="text"/>	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

Comment

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Once you have completed entering the routing queue information click **SAVE**.

Routing Queue

Select your Approval Levels

Approval Level	User Name	Required Action
70 - (BUDGET) Budget	<input type="text" value="j00"/>	Approve
80 - (HR) Human Resources Approver	<input type="text" value="j00"/>	Approve
85 - (HR2) Human Resources Applier	<input type="text" value="j00"/>	Apply
30 - (DEAN) Dean_Director	<input type="text" value="j00"/>	Approve
40 - (TITLE3) Title III Grants	<input type="text" value="j00"/>	Approve
65 - (VPRES) Vice President of Research	<input type="text" value="j00"/>	Approve
50 - (VP) Vice President	<input type="text" value="j00032357"/>	Approve

Comment

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Notice the **saved successfully** indicator.

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: Job Transfer - Staff/Faculty (Grant Employee), 100044

Approval Queue

Approval Level	User Name	Required Action	Remove
30 - (DEAN) Dean_Director	000482804 Robin Michele Spann-Pack	Approve	<input type="checkbox"/>
40 - (TITLE3) Title III Grants	000100124 Fredrick White	Approve	<input type="checkbox"/>
50 - (VP) Vice President	000032357 Michael Thomas	Approve	<input type="checkbox"/>
65 - (VPRES) Vice President of Research	000091322 Loretta A Moore	Approve	<input type="checkbox"/>
70 - (BUDGET) Budget	000495021 Chavin Johnson	Approve	<input type="checkbox"/>
80 - (HR) Human Resources Approver	000473992 Keunta D McPhearson	Approve	<input type="checkbox"/>
85 - (HR2) Human Resources Applier	000085189 Linda Wilson	Apply	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>

Once **saved**, hit the **submit** button to route the transaction for Approval.