## **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	$\frown$						
<i>.</i>	Approval Level	User Name			Required Action			
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ι	85 - (HR2) Human Resources Applier	Q			Apply			
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	Routing Queue	User Name	Select your User		Required Action Your			
	Routing Queue	User Name	Select your User for each	Chavin Johnson	Required Action your Approve Action for			
	Routing Queue Approval Level 70 - (BUDGET) Budget 80 - (HB) Human Resources Approver	User Name	Select your User for each level	Chavin Johnson Keunta D McPhearson	Required Action your Approve Action for each User			
	Routing Queue Approval Level 70 - (BUDGET) Budget 80 - (HR) Human Resources Approver 85 - (HR2) Human Resources Approver	User Name	Select your User for each level	Chavin Johnson Keunta D McPhearson	Required Action your Approve Action for Approve each User			
	Routing Queue Approval Level 70 - (BUDGET) Budget 80 - (HR) Human Resources Appriover 85 - (HR2) Human Resources Applier	User Name	Select your User for each level	Chavin Johnson Keunta D McPhearson Linda Wilson	Required Action Select your Approve Approve Apply			
Select	Routing Queue Approval Level 70 - (BUDGET) Budget 80 - (HR) Human Resources Approver 85 - (HR2) Human Resources Applier 30 - (DEAN) Dean_Director	User Name	Select your User for each level	Chavin Johnson Keunta D McPhearson Linda Wilson Robin Michele Spann-Pack	Required Action For Approve Action for Approve each User Approve Y			
Select	Approval Level         70 - (BUDGET) Budget         80 - (HR) Human Resources Approver         85 - (HR2) Human Resources Applier         30 - (DEAN) Dean_Director         40 - (TITLE3) Title III Grants	User Name Q 300 Q 300 V 300 V 30 V 300 V 300 V 300 V 300 V 300 V 300 V 300 V 300 V 3	Select your User for each level	Chavin Johnson Keunta D McPhearson Linda Wilson Robin Michele Spann-Pack Mary B. Myles	Required Action for Approve Approve Approve Approve Approve Approve			
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## Notice the **saved successfully** indicator.

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Approval Queue				
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30 - (DEAN) Dean_Director	▼ <sup>Q</sup> )00482804	Robin Michele Spann-Pack	Approve •	
40 - (TITLE3) Title III Grants	• 🔍 JOO100124	Fredrick White	Approve •	] 🗆
50 - (VP) Vice President	• 🔍 JOOO32357	Michael Thomas	Approve •	·] 🗆
65 - (VPRES) Vice President of Research	• 🔍 JOOO91322	Loretta A Moore	Approve •	·] 🔲
70 - (BUDGET) Budget	▼ <sup>Q</sup> )00495021	Chavin Johnson	Approve •	·] 🔲
80 - (HR) Human Resources Approver	▼ <sup>Q</sup> J00473992	Keunta D McPhearson	Approve •	·] 🔲
85 - (HR2) Human Resources Applier	▼ <sup>Q</sup> )00085189	Linda Wilson	Apply 🔻	]
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Save and Add New Rows

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