EPAF ROUTING

SETUP

FALL & SPRING PART-TIME FACULTY

Human Resource Services

How to Setup Default Routing in Banner

1.) **First, you need to go to the routing table "NTRROUT." You can type it into the Go To text Box.**
OR

2.) **You can also access the EPAF form by clicking on "Human Resources [*HRS]."**
Click on "Electronic Approvals [HRSELECAPPR]."
Click on "Electronic Approvals Rules [HRSELECRULES]."
Click on "Electronic Approval Routing Rule [NTRROUT]."

3.) **You will notice your username automatically appears in the form.**

4.) **You will need to enter the Approval Category that you want to set the approval path.**

For Part-Time Faculty, the choices are:

CATEGORY NAME	SESSIONS	BANNER PAYROLL BEGIN DATE	BANNER PAYROLL END DATE
CPFFAL	Fall	8/17/14	12/16/14
CPFSPR	Spring	1/17/15	5/16/15

5.) **Hit "Control + Page Down."**

6.) **Notice that the mandatory approval levels automatically appear as well as the Required Action to the far right.**

7.) **Click the drop-down arrow in the "User ID" section to select the names for your approval path.**

For Part-Time Faculty

The "Routing" path will be:

Approval Level	Approval Level Code	Action	Person
30	Dean/Director	Approval	Approver in your Department
41	VP/PRE	Approval	Carol Hurula
70	PAYROLL	Apply	Karen Fischer

8.) **Once you click on the down-arrow for the User ID, the names allowed for that approval will appear in a pop-up box.**

9.) **To select a name, you can either double click on the name you need, or click on the name and select "OK." As you can see, the person's name now appears in the User ID box.**

10.) **You will continue the same process with the remaining names.**

11.) **Click "Save" and then the "X" at the top right corner of the screen to exit.**