

**INSTRUCTIONS
FOR
SUMMER SCHOOL
FACULTY**

EPAF

ROUTING SET-UP

MLL



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

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].”

2.) You are now on the Routing Table.

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.

1.) For the Summer School Faculty Session the choices are:

CATEGORY NAME	SUMMER SCHOOL SESSIONS <u>DO NOT USE THE DATES BELOW IN EPAF</u>	BANNER PAYROLL BEGIN DATE <u>(USE FOR QUERY DATE)</u>	BANNER PAYROLL END DATE
SSFINT	Intersession May 8,2017 - June 2, 2017 (FY17 100%)	05/17/17	06/15/17
SSFAAO	Session 1-A May 15, 2017- June 30, 2017 (FY17 at 50%)	05/17/17	06/30/17
SSF01B	Session 1-B July 1, 2017 - August 4, 2017 (FY18 50%)	07/01/17	08/16/17
SSFS2A	Session 2-A (June 05, 2017 – June 30, 2017) (FY17 65%)	06/16/17	06/30/17
SSFS2B	Session 2-B (July 1, 2017 – July 07, 2017) (FY18 35%)	07/01/17	07/16/17
SSFS03	Session 3 (July 11, 2017 – August 11, 2017) (FY18 100%)	07/17/17	08/16/17

2.) Hit “Control + Page Down”

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

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

Approval Level	Approval Level Code	Action	Person
30	Dean/Director	Approval	Approver in your Department
41	VP/PRE	Approval	VP in your area
70	PAYROLL	Apply	Jeanette Porter

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

8.) **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.

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

10.) **Click “Save” and then the “X” at the top right corner of the screen to exit.**