

INSTRUCTIONS

FOR

EPAF ROUTING

SETUP

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 |
|---------------|----------|---------------------------|-------------------------|
| CPFSPR | Spring | 1/6/18 | 5/11/18 |

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 | Jeanette Porter |

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.