

Setting Default Routing Queue for ePAFs

1) **LOG INTO BANNER SSB9 (EMPLOYEE SELF SERVICE)**

<https://bannerweb.emich.edu/EmployeeSelfService/ssb/hrDashboard#/hrDashboard>

a. Click on “Electronic Personnel Action Form (EPAF)”

Employee Dashboard

Bravo, Andre G. My Profile

Leave Balances as of 12/02/2022

Vacation in hours	82.00	Sick in hours	-63.00	Sick Bank in hours	0.00
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Full Leave Balance Information

Pay Information

Latest Pay Stub: 10/31/2022 All Pay Stubs Direct Deposit Information Deductions History

Earnings

Taxes

Job Summary

Employee Summary

My Activities

Enter Leave Report

Approve Time

Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

Campus Directory

Employee Menu

Click here

2) **SELECT EPAF ORIGINATOR SUMMARY**

Electronic Personnel Action Forms

EPAF Approver Summary All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.	EPAF Originator Summary Displays only those EPAF transactions that you have originated.
New EPAF Allows you to create a new transaction.	Act as a Proxy Available to all self-service EPAF users who have been given proxy privilege.
EPAF Proxy Records Allows you to specify and authorize one or more users to approve EPAFs in your absence.	

3) **SELECT DEFAULT ROUTING QUEUE**

EPAF Originator Summary

Current History

i Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transactions

Click here

New EPAF - **Default Routing Queue** Transaction Search - Superuser or Filter Transactions

4) **FROM APPROVAL CATEGORY DRODOWN BOX:**

- a. select the EPAF Type for which you want to set up the Default Routing Queue
- b. This example we will choose CFOAP

EPAF Default Routing Queue

i Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category

Approval Category

cfoap

Enter Labor Distribution Change, CFOAP

Go

You can type in the name of the Approval Category here for more accurate search

Select ePAF Approval Category you want to set up using drop down arrow

5) **YOU WILL SEE THE FOLLOWING (OR SIMILAR) APPROVAL QUEUE DETAILS (SHOWN BELOW)**

- a. The CFOAP Approval queue set up see below is predetermined
- b. These 4 Approval levels **cannot be modified or removed**
 - i. Additional Approval levels can be added to the routing queue
 - ii. For Grants/Restricted Funds we are going to add two levels
 1. Project Director (PRJDIR)
 2. Grants Accounting (GRANTS)

EPAF Default Routing Queue

① Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category

Enter Labor Distribution Change, CFOAP

Go

Approval Queue

Approval Level	User Name	Required Action	Remove
45 - (BUDGET) University Budget	Campbell, Michelle L. (MHADLOCK)	Approve	
90 - (HRIS) HR Offices	Bravo, Andre G. (ABRAVO2)	Approve	
95 - (PAYFYI) Payroll FYI	Moore Bush, Dawn M. (DBUSH1)	FYI	
99 - (PAYROL) Payroll Apply	Moore Bush, Dawn M. (DBUSH1)	Apply	

+ Add Row

These 4 Approval Levels cannot be modified

These 4 Approval Levels cannot be modified

6) **APPROVAL QUEUE FOR (PRJDIR - for restricted/grant related funds only)**

- a) Click "Add Row"
- b) Select "15 - (PRJDIR) Project Director"
- c) Select the correct user name (**Can type name of employee desired**)
- d) Select "Approve" for "Required Action"

B) Select "PRJDIR"

C) Select User Name

Routing Queue

Approval	User Name	Required Action	Remove
45 - (BUDGET) University Budget	MHADLOCK - Campbell, Michelle L.	Approve	
90 - (HRIS) HR Offices	ABRAVO2 - Bravo, Andre G.	Approve	
95 - (PAYFYI) Payroll FYI	DBUSH1 - Moore Bush, Dawn M.	Apply	
99 - (PAYROL) Payroll Apply	DBUSH1 - Moore Bush, Dawn M.	Apply	
15 - (PRJDIR) Project Director	Not Selected	Not Selected	

A) **+ Add Row**

B) [Dropdown menu for "15 - (PRJDIR) Project Director"]

C) [Dropdown menu for "User Name" showing "Not Selected"]

D) [Dropdown menu for "Required Action" showing "Not Selected"]

(Continue on Next Page)

A) Click "Add row"

D) Select "Approve"

8) **APPROVAL QUEUE FOR (GRANTS - for restricted/grant related funds only)**

- a) Click "Add Row"
- b) Select "17 – (GRANTS) Grants Accounting"
- c) Select the correct user name.
- d) Select "Approve" for "Required Action"

B) Select "PRJDIR"

C) Select User Name

Routing Queue

Approval Level	User Name	Required Action
15 - (BUDGET) University Budget	MHADLOCK - Campbell, Michelle L.	Approve
95 - (PAYFYI) Payroll	ABRAVO2 - Bravo, Andre G.	Approve
95 - (PAYFYI) Payroll	DBUSH1 - Moore Bush, Dawn M.	FYI
99 - (PAYROL) Payroll Appro	DBUSH1 - Moore Bush, Dawn M.	Apply
15 - (PRJDIR) Project Director	JALEXANDE1 - Alexander, Jessica	Approve
17 - (GRANTS) Grants Accounting	Not Selected	Not Selected

Comments

Add Comment

A

+ Add Row

B

C

D

D) Select "Approve"

A) Click "Add row"

(Continue on Next Page)

9) **CLICK SAVE CHANGES**

Approval Queue

Approval Level	User Name	Required Action	Remove
15 - (PRJDIR) Project Director	Alexander, Jessica (JALEXANDE1)	Approve	
17 - (GRANTS) Grants Accounting	Schortgen, Katharyn K. (KHOOPS)	Approve	
45 - (BUDGET) University Budget	Campbell, Michelle L. (MHADLOCK)	Approve	
90 - (HRIS) HR Offices	Bravo, Andre G. (ABRAVO2)	Approve	
95 - (PAYFY) Payroll FYI	Moore Bush, Dawn M. (DBUSH1)	FYI	
99 - (PAYROL) Payroll Apply	Moore Bush, Dawn M. (DBUSH1)	Apply	

+ Add Row

Save Changes

10) **LOOK FOR GREEN BANNER FOR SUCCESSFUL SAVE**

- a. Your updated Approval Routing will generate each time you submit a CFOAP ePAF.
- b. This includes all proper approvals in order to make the transition seamless from one approval to the next, until fully approved and ready to be applied into the HRIS Database

[Home](#) • [Personnel Actions](#) • [Originator Summary](#) • [Default Routing Queue](#)

✔ Your change was saved successfully.

Approval Category

Enter Labor Distribution Change, CFOAP

Go

Approval Queue

Approval Level	User Name	Required Action	Remove
15 - (PRJDIR) Project Director	Alexander, Jessica (JALEXANDE1)	Approve	
17 - (GRANTS) Grants Accounting	Schortgen, Katharyn K. (KHOOPS)	Approve	
45 - (BUDGET) University Budget	Campbell, Michelle L. (MHADLOCK)	Approve	
90 - (HRIS) HR Offices	Bravo, Andre G. (ABRAVO2)	Approve	
95 - (PAYFY) Payroll FYI	Moore Bush, Dawn M. (DBUSH1)	FYI	
99 - (PAYROL) Payroll Apply	Moore Bush, Dawn M. (DBUSH1)	Apply	

+ Add Row

Save Changes