

Electronic Personnel Action Forms (EPAF) Setting up Default Routing Queue

1. Select Electronic Personnel Action Forms (EPAF) under My Activities
If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

My Activities

Enter Time

[Approve Time](#)

[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#) ←

2. The main Electronic Personnel Action Form (EPAF) menu appears.
Select EPAF Originator Summary.

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. Click Default Routing Queue.

EPAF Originator Summary

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

4. Select Approval Category. Click Go.

The approval level will default for each approval category.

Click down arrow to either enter or select username for each approval level.

Select required action for each level.

Click Add Row to add additional approval levels if necessary.

Approval Category

Rehire New Position/Hourly, RHIRNH

Go

Approval Queue

Approval Level	User Name	Required Action
20 - (DEPT) Department	HOLLAND, CATHERINE J. (CHOLLAND)	Approve
85 - (HRRV) Human Resources Review	HARRIS, PAMELA E. (PHARRIS)	Approve
90 - (HR) Human Resources	TRAN-NGUYEN, DINH K. (DTRANING)	Apply

+ Add Row ←

Save Changes

Click Save Changes.

Note: Each approval category will need to be setup.