

SETTING UP DEFAULT ROUTING QUEUES FOR STUDENT EPAFS

EPAFs must be Approved and Applied before a new job or change to an existing job will be in the Banner database. This process sets up standard default values for routing of EPAF transactions and ensures all of the EPAF transactions you originate are routed to Student Employment first for review/approval and then to HR where they are uploaded (applied) to Banner.

Follow the **red numbered** steps below to set up the default values to route student EPAFs to Student Employment (for Approval) and to Human Resources (to Apply/create job in Banner):

1. Log into Ursa and open EPAF by clicking on the Employee Link. Then click on the EPAF link under Employee Information.

The screenshot shows the Ursa system interface for the University of Northern Colorado. The top navigation bar includes the university logo and links for 'CAMPUS RESOURCES', 'HELP', 'OFFICES', 'CAMPUS SAFETY', 'FOR YOU', and 'LOGOUT'. Below this is a menu with 'My Account', 'Student', 'Financial', and 'Employee'. The 'Employee' link is highlighted with a red box and an arrow. Under 'Employee Tools', there are three main sections: 'Employee Important Links', 'General Information', and 'Employee Information'. The 'Employee Information' section is highlighted with a red box and an arrow. Within 'Employee Information', the link 'Electronic Personnel Action Forms (EPAF)' is highlighted with a red box and an arrow.

2. Click on the EPAF Originator Summary link.

The screenshot shows the 'Electronic Personnel Action Form' page. The page title is 'Electronic Personnel Action Form'. Below the title, there are two links: 'EPAF Originator Summary' and 'New EPAF'. The 'EPAF Originator Summary' link is highlighted with a red box and an arrow.

3. Click the Default Routing Queue link.

EPAF Originator Summary

Current History

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

Transaction Status:

No transactions found in your queue.

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)
[Return to EPAF Menu](#)

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4. You will set up a routing queue for an “Approver” and an “Applier” for EACH of the 10 Approval Categories.

Once you set up the routing queue for an Approval Category, all EPAFs that you create in that Approval Category will automatically contain the default values for routing queues.

EPAF Default Routing Queue

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

Approval Category:

Approval Queue	Approval Level	Required Action
<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>
<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>
<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>
<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>
<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>
<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>
<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>
<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>
<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>	<input type="button" value="Not Selected"/>

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

EPAF Originator Summary
[Return to EPAF Menu](#)

5. Select the first Approval Category then click the “Go” button.

The system will automatically populate the following default values in **Approval Queue Approval Level:**

84 – (SEAPRV) Student Employment APPROVE

94 – (HRAPLY) HR Apply

And in **Required Action:**

Approve

Apply

EPAF Default Routing Queue

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

Approval Category: Change FOAP and/or Labor Dist. Percentage, FOAP

Approval Level	User Name	Required Action
84 - (SEAPRV) Student Employment APPROVE		Approve
94 - (HRAPLY) HR Apply		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

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6. Click on the magnifying glass on the 1st row under User Name next to Student Employment APPROVE.

EPAF Default Routing Queue

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

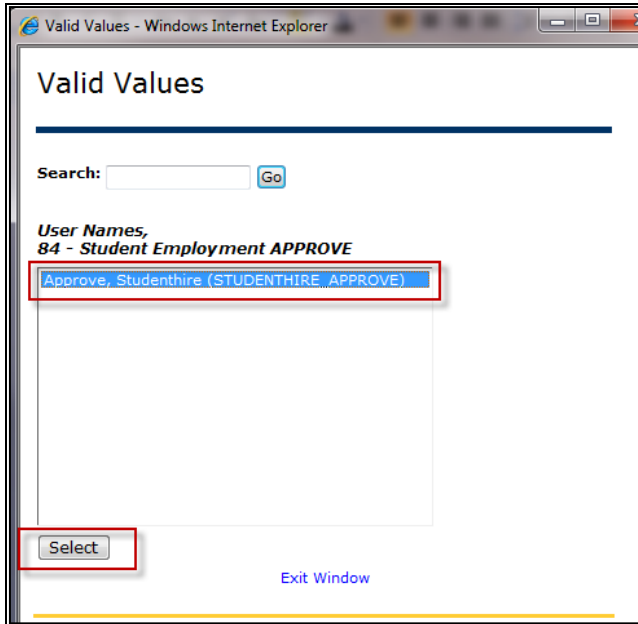
Approval Category: Change FOAP and/or Labor Dist. Percentage, FOAP

Approval Level	User Name	Required Action
84 - (SEAPRV) Student Employment APPROVE		Approve
94 - (HRAPLY) HR Apply		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

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7. A pop-up window will appear with one value to select.
 Highlight the available option and click the "Select" button.



8. Click on the magnifying glass on the 2nd row under User Name next to HR Apply.

EPAF Default Routing Queue

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

Approval Category:

Approval Queue

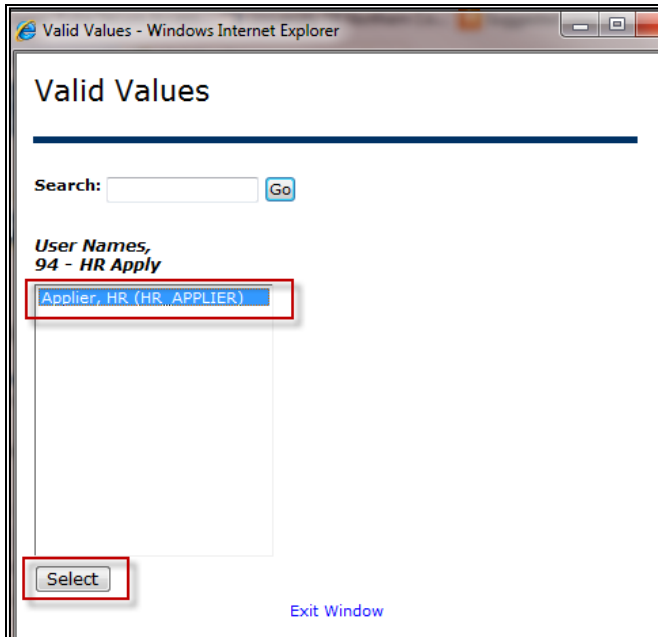
Approval Level	User Name	Required Action
84 - (SEAPRV) Student Employment APPROVE	STUDENTHIRE_APPROVE	Studenthire Approve
94 - (HRAPLY) HR Apply		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

✓ Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

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9. A pop-up window will appear with one value to select. Highlight the available option and click the "Select" button.



10. Verify the User Names are populated as shown below:

Approval Category:

Approval Level	User Name		Required Action	Remove
84 - (SEAPRV) Student Employment APPROVE	STUDENTHIRE_APPROVE	Studenthire Approve	Approve	<input type="checkbox"/>
94 - (HRAPLY) HR Apply	HR_APPLIER	HR Applier	Apply	<input type="checkbox"/>
Not Selected			Not Selected	<input type="checkbox"/>
Not Selected			Not Selected	<input type="checkbox"/>
Not Selected			Not Selected	<input type="checkbox"/>
Not Selected			Not Selected	<input type="checkbox"/>

11. Save your changes by clicking the "Save and Add New Rows" button.

Approval Level	User Name		Required Action
84 - (SEAPRV) Student Employment APPROVE	STUDENTHIRE_APPROVE	Studenthire Approve	Approve
94 - (HRAPLY) HR Apply	HR_APPLIER	HR Applier	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

EPAF Originator Summary

12. The green checkmark indicates your changes were made successfully.

EPAF Default Routing Queue

✓ Your change was saved successfully.

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

Approval Category: Change FOAP and/or Labor Dist. Percentage, FOAP Go

Approval Queue

Approval Level	User Name	Required Action	Remove
84 - (SEAPRV) Student Employment APPROVE	STUDENTHIRE_APPROVE Studenthire Approve	Approve	<input type="checkbox"/>
94 - (HRAPLY) HR Apply	HR_APPLIER HR Applier	Apply	<input type="checkbox"/>
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	
Not Selected		Not Selected	

Save and Add New Rows

EPAF Originator Summary
Return to EPAF Menu

You have successfully set up default routing queues for the first Approval Category: **Change FOAP and/or Labor Dist. Percentage, FOAP**. Repeat these steps for the remaining Approval Categories.

13. Select the next Approval Category from the drop down list and click the “Go” button. Repeat steps 6 through 11.

REMEMBER: Each time you select a new category you must click the “Go” button!

Once these Default Routing Queues are set up, they will populate the fields on each new EPAF.

Setting up the default values is not mandatory. You can also populate these fields as part of your EPAF by following the above steps.