Originator logs in to the ePAF system.

Selects ‘EPAF Originator Summary’ from first screen:

Electronic Personnel Action Form

**EPAF Originator Summary**
New EPAF
Act as a Proxy

RELEASE: 8.5

Select ‘Default Routing Queue’ at bottom of EPAF Originator Summary screen

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: Go

No transactions found in your queue.

RELEASE: 8.5
Select from pull-down what ePAF category you want to build a default routing queue for and then press GO.
Enter desired default approver information.

### EPAF Default Routing Queue

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

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - (DEPT) Department Head</td>
<td>BBRADEN</td>
<td>Approve</td>
</tr>
<tr>
<td>15 - (VERIF) Account Verification</td>
<td>LSHEPPAR</td>
<td>Approve</td>
</tr>
<tr>
<td>20 - (DEAN) Dean/Administrative Head</td>
<td>DFOX</td>
<td>Approve</td>
</tr>
<tr>
<td>30 - (VP) Vice President/Provost Office</td>
<td>AWRIGHT</td>
<td>Approve</td>
</tr>
<tr>
<td>40 - (HR) Human Resources</td>
<td>KNEAL</td>
<td>Approve</td>
</tr>
<tr>
<td>50 - (BUDGET) Budget Office</td>
<td>MPEPPER</td>
<td>Approve</td>
</tr>
<tr>
<td>90 - (PAYROL) Payroll</td>
<td>SHBROOKS</td>
<td>Apply</td>
</tr>
</tbody>
</table>

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

When completed, press ‘Save and Add New Rows’ button.
At this point, you may select another ePAF category and press GO. Repeat steps for all ePAF categories you have a need for.

When you now go to create a NEW ePAF, the default approver(s) will automatically be populated; however, if you should desire to change an approver, you can by over-riding the default user id.