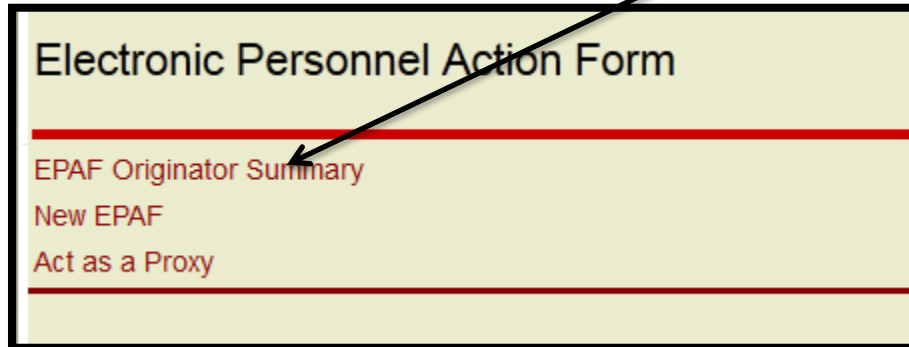
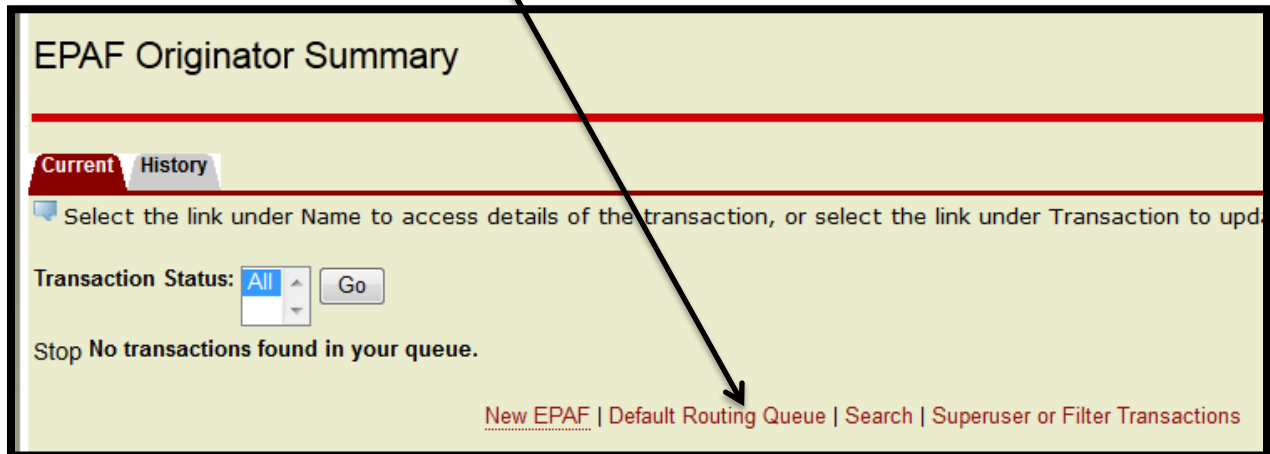


# UPDATING ROUTING QUEUE

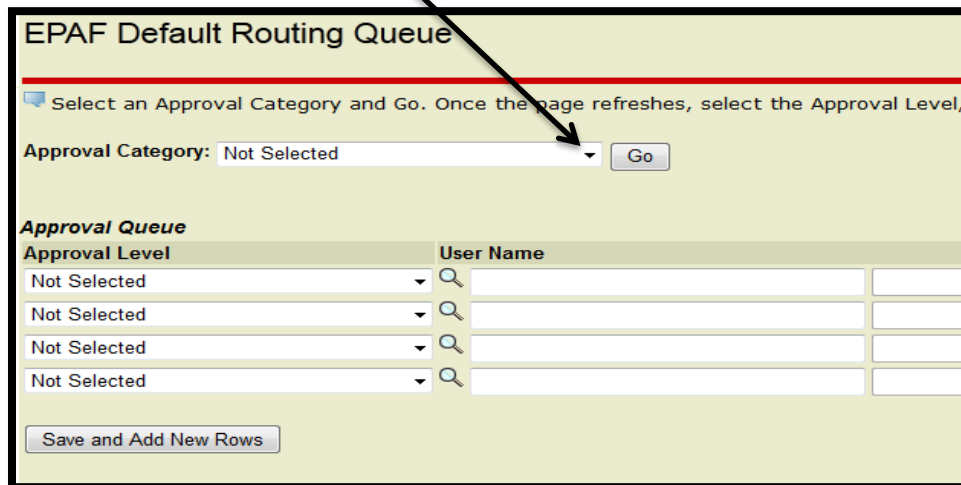
1) On the EPAF menu page, click on "EPAF Originator Summary"



2) Then click "Default Routing Queue"



3) Choose appropriate approval category (EPAF).



4) Click "GO" after choosing the "Approval Category" (EPAF)

**EPAF Default Routing Queue**

Select an Approval Category and Go. Once the page refreshes, select the Approval

Approval Category: Adjunct Pay CCS-CSLA-NCE, ADJNT1

**Approval Queue**

Approval Level	User Name
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>

4) Clicking go brings up the routing queue for the EPAF chosen:

**EPAF Default Routing Queue**

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

Approval Category: Adjunct Pay CCS-CSLA-NCE, ADJNT1

**Approval Queue**

Approval Level	User Name
10 - (DEPT) Department Approval	HALPER
2 - (DIV) Dean/Division Approval	GELLER
30 - (VP) Provost/VP Approval	DEEK
50 - (BUDGET) Budget Approval	BISHOF
60 - (BENEFT) Benefits	LAWRENCE
60 - (PAYROL) Payroll	TOSCA
99 - (HR) Human Resources	CRAWFORD

To update, for example, user name GELLER to MAREK – delete GELLER and type MAREK and press the tab key on your keyboard. (please note that the "User Name" is the UCID of the approver and must be entered in capital letters)

## EPAF Default Routing Queue

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

Approval Category: Adjunct Pay CCS-CSLA-NCE, ADJNT1

### Approval Queue

Approval Level	User Name	
10 - (DEPT) Department Approval	HALPER	Michael H. Halper
20 - (DIV) Dean/Division Approval	MAREK	Marek E. Rusinkiewicz
30 - (VP) Provost/VP Approval	DEEK	Fadi Deek
50 - (BUDGET) Budget Approval	BISHOF	Edward J. Bishof
60 - (BENEFT) Benefits	LAWRENCE	Patricia Lawrence
60 - (PAYROL) Payroll	TOSCA	Annette Aponte
99 - (HR) Human Resources	CRAWFORD	Annie L. Crawford
Not Selected		
Not Selected		
Not Selected		
Not Selected		

Click "Save and Add New Rows" button to save the change.  
Make sure you get the "Your change was saved successfully" message after clicking the "Save and Add New Rows" button.

## EPAF Default Routing Queue

Success Icon **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: Adjunct Pay CCS-CSLA-NCE, ADJNT1

### Approval Queue

Approval Level	User Name	
10 - (DEPT) Department Approval	HALPER	Michael H. Halper
20 - (DIV) Dean/Division Approval	MAREK	Marek E. Rusinkiewicz
30 - (VP) Provost/VP Approval	DEEK	Fadi Deek
50 - (BUDGET) Budget Approval	BISHOF	Edward J. Bishof
60 - (BENEFT) Benefits	LAWRENCE	Patricia Lawrence
60 - (PAYROL) Payroll	TOSCA	Annette Aponte
99 - (HR) Human Resources	CRAWFORD	Annie L. Crawford
Not Selected		
Not Selected		
Not Selected		
Not Selected		

Now when you create a new EPAF, the new approver (MAREK) will appear in the routing queue.