

Set Default Routing Queue

Screen 1:

Employee

[Time Sheet for Nonexempt and Student Employees](#)
Enter Hours Worked

[Leave Report for Exempt Employees](#)
Enter Lost Time

[Benefits and Deductions](#)
Health, life, or voluntary insurance information; Optional deductions.

[Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)
W4 information, or W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

[ACU Police](#)
Order parking permit, view citations, appeal citations

[Request Time Off](#)

[EPAF Main Menu](#)

RELEASE: 8.7

Click "EPAF Main Menu"

Screen 2:

Electronic Personnel Action Form

[EPAF Originator Summary](#)

[New EPAF](#)

[Act as a Proxy](#)

RELEASE: 8.9

Click "EPAF Originator Summary"


Screen 3:

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](#)

RELEASE: 8.9

Click "Default Routing Queue"

Set Default Routing Queue

Screen 4:

EPAF Default Routing Queue

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

Approval Category: Not Selected

Approval Queue

| Approval Level | User Name | Required Action |
|----------------|-----------|-----------------|
| Not Selected | | Selected |
| Not Selected | | Selected |
| Not Selected | | Selected |
| Not Selected | | Selected |

EPAF Originator Summary
Return to EPAF Menu

RELEASE: 8.8

Click "Go" after you have selected the category you want

Click the drop down box to select the category of ePAF you want (NOTE: Routing queue must be set up for each category)

This is what the "Student" options will typically look like:

EPAF Default Routing Queue

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

Approval Category: Hire a Student, NEWSTU

Approval Queue

| Approval Level | User Name | Required Action |
|------------------------------------|-----------|-----------------|
| 80 - (HR) Human Resources Approval | | Approve |
| 95 - (APPLY) Payroll | | Apply |
| Not Selected | | Not Selected |
| Not Selected | | Not Selected |
| Not Selected | | Not Selected |
| Not Selected | | Not Selected |

✓Mandatory Levels defaulted from Electronic App (AT).

EPAF Originator Summary
Return to EPAF Menu

RELEASE: 8.8

Click the magnifying glass to find the appropriate approver for each category

Click "Save"

This is what the "Staff or Faculty" options will typically look like:

EPAF Default Routing Queue

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

Approval Category: Hire a Nonexempt (Hourly) Employee, NEWNE

Approval Queue

| Approval Level | User Name | Required Action |
|---|-----------|-----------------|
| 40 - (APPR1) 1st Approver-Level 4 or Higher | | Approve |
| 50 - (APPR2) 2nd Approver-Level 3 or Higher | | Approve |
| 60 - (BUDGET) Budget Approval | | Approve |
| 80 - (HR) Human Resources Approval | | Approve |
| 95 - (APPLY) Payroll | | Apply |
| Not Selected | | Not Selected |
| Not Selected | | Not Selected |
| Not Selected | | Not Selected |
| Not Selected | | Not Selected |

✓Mandatory Levels defaulted from Electronic App (AT).

EPAF Originator Summary
Return to EPAF Menu

RELEASE: 8.8

Click the magnifying glass to find the appropriate approver for each category

Click "Save"