

UNIVERSITY OF HARTFORD

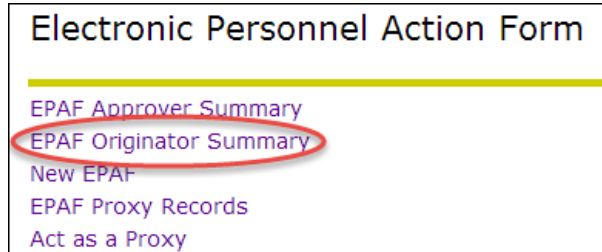
ROUTING QUEUES

ePAF

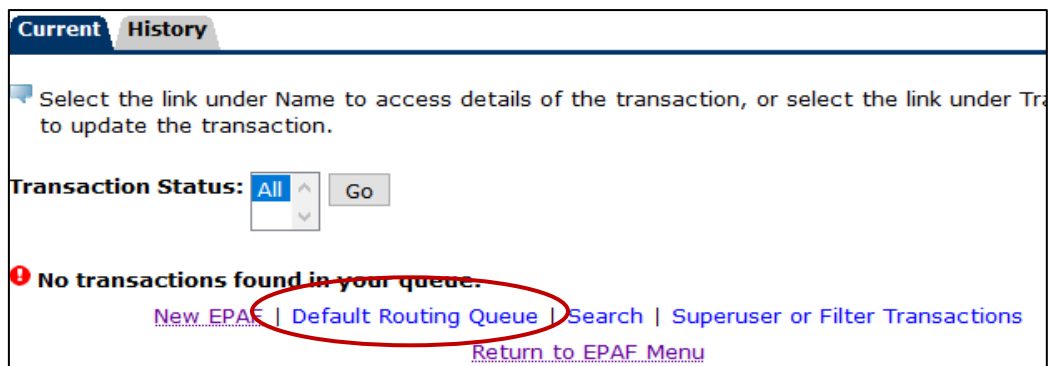
OCTOBER 2018

CREATING DEFAULT ROUTING QUEUES

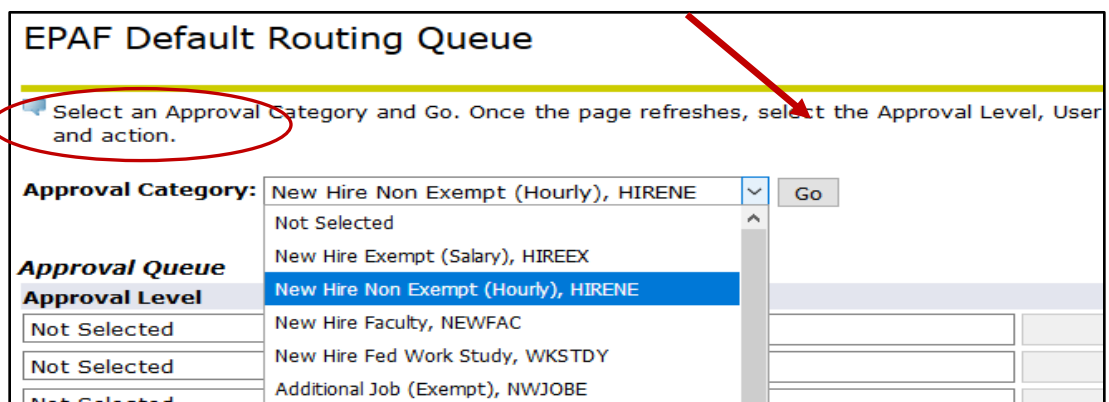
1. Log into Self Service Center, click on the 'Employee Tab' then click on the ePAF link.
2. Click on EPAF Originator Summary.



3. Click on the 'Default Routing Queue' link.



4. Using the drop-down menu, select an Approval Category for which you will be setting up a default routing queue then click 'Go'. **Follow this process for all Approval Categories you would need in your capacity as an Originator. i.e. New Hire, Additional Job, Job Change, Job Termination, etc.**



5. To create your routing queues:

- a. Enter the username of the Approver for each individual level defined in the default routing queue.

If you do not know the user name click on the magnifying glass next to the approval level dropdown menu.

Approval Queue	
Approval Level	User Name
10 - (HRD) Human Resources Development	<input type="text"/>
20 - (BUDGET) Budget Approval	<input type="text"/>
45 - (HRD-2) Human Resources Final Review	<input type="text"/>
50 - (DEPT) Department Head/Chair	<input type="text"/>
98 - (APPLY) EPAF Applier	<input type="text"/>
Not Selected	<input type="text"/>

- b. A pop-up window will open to display a list of Approvers. **See next page to determine WHO should be selected for approving when there are multiple choices.**

Note: if you click on the magnifying glass and a pop-up window does not appear check your browser to make sure that the pop-up window is not already open and hiding behind the main window.

- c. Highlight the appropriate Approver name and click 'Select' to populate the form.
- d. You can also perform a wildcard search for the appropriate Approver for the transaction by typing part of the first or last name followed by '%'. Example: Sill% for Dianne Silliman.

Search:

**User Names,
10 - Human Resources Development**

- Berrien, Tina J. (BERRIEN)
- Silliman, Dianne (SILLIMAN)

- e. Continue these steps for the remaining approval levels.

6. When you have completed the routing queue for the selected ePAF category click 'Save and Add New Rows' – a green checkmark & message will appear when your work is saved.

✔ Your change was saved successfully.

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

Approval Category:

Approval Queue	
Approval Level	User Name
10 - (HRD) Human Resources Development	<input type="text" value="SILLIMAN"/> Dianne
20 - (BUDGET) Budget Approval	<input type="text" value="NOWITZKE"/> William
45 - (HRD-2) Human Resources Final Review	<input type="text" value="LIMBERGER"/> Denise
50 - (DEPT) Department Head/Chair	<input type="text" value="BELANGER"/> Lisa A
98 - (APPLY) EPAF Applier	<input type="text" value="LIMBERGER"/> Denise
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>

The following list details who to select, or how to determine who to select, to populate your ePAF approvers.

Level 10

HRD – select the HR Service Partner designated for your department/college. To verify who serves as your HR Service Partner, please review this document [HR Departments & Contact Info](#) (Scroll down to HR Team Service Structure section)

Level 20

BUDGET – Select **Nowitzke, William (NOWITZKE)**

GRANT (Grant/Restricted Fund) – required when originating an ePAF for an hourly paid, non-work study, grant or restricted funded position in either an administrative or academic unit, select **Bernier, Scott (SBERNIER)**

Level 25

HRM – select the HR Team Director/Associate Director designated for your department/college. To verify who serves as your HR Director/Associate Director, please review this document [HR Departments & Contact Info](#) (Scroll down to HR Team Service Structure section)

Level 30

AAFAIR (Academic Affairs) - required when originating an ePAF for an hourly paid, non-work study, non-grant funded position in an Academic unit, select **McAlpin, Robert (MCALPIN)**.

Level 40

FINAID (Financial Aid) – required when originating an ePAF for a Federal Workstudy Student (FWS) position, select **Gregonis, Elizabeth (GREGONIS)**

Level 50

DEPT – click on the magnifying glass to select from the list of designated member(s) of your department’s management who can serve as the department approver.

Level 98

APPLY – select **Limberger, Denise K. (LIMBERGER)**.

Level 99

SUPER – (Super User) – HR Use Only, do not use

Level 999.99

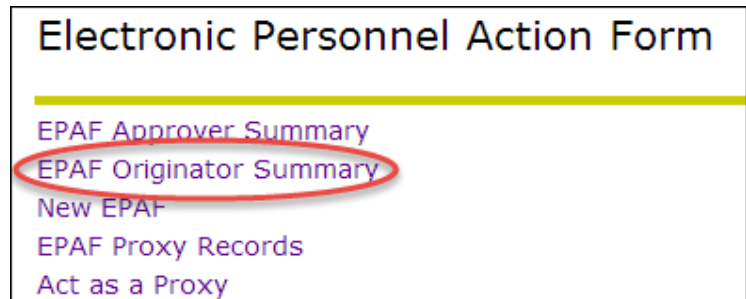
FAC – (FAC) PEAFACT Approval – HR Use Only, do not use

Note: Each ePAF approval category is assigned a specific default approval routing queue. Do not remove any defaults in any of the categories.

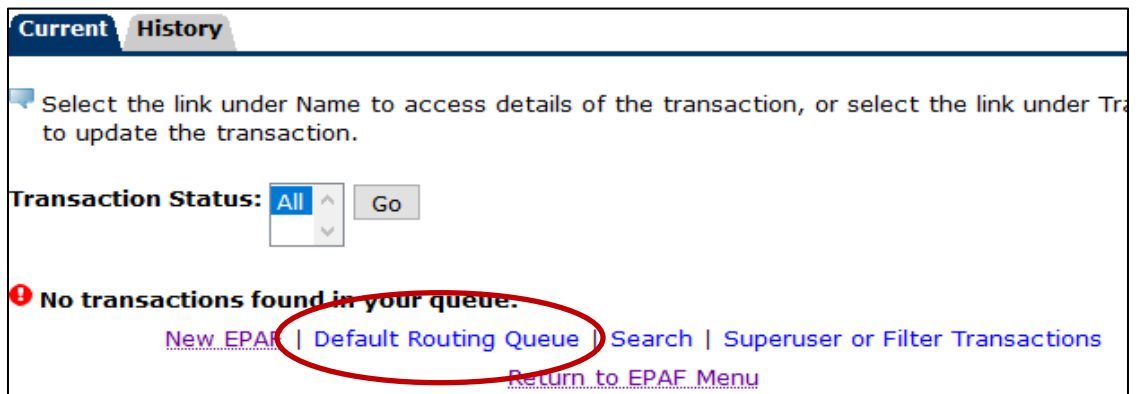
CHANGING A USERNAME FROM A DEFAULT ROUTING QUEUE

If an approver leaves their position or is no longer approving ePAFS, he/she should be removed from the default routing queue in each category. A new Approver needs to be selected. To change an approver from the default routing queue:

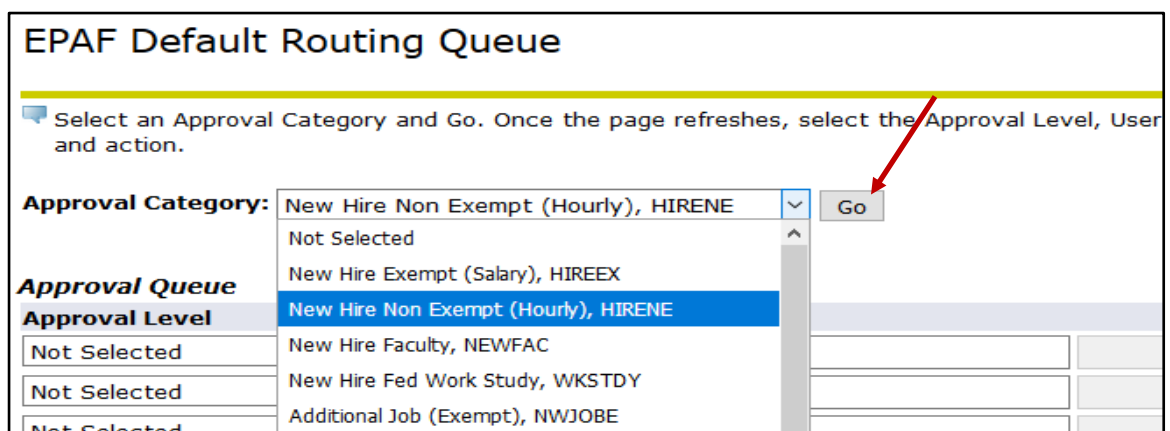
1. Click on ePAF Originator Summary.



2. Click on the Default Routing Queue.



3. Using the drop-down menu, select an Approval Category you will be updating and click 'Go'.



- Select the Approver you wish to change by selecting the magnifying glass to the left of their name. In the popup window, select new name from list and click SELECT. Then click **'Save and Add New Rows'**.

Please note that mandatory approval level approvers can be changed but not removed.

Approval Queue

Approval Level	User Name	Required Action	Remove
10 - (HRD) Human Resources Development	SILLIMAN	Dianne Silliman	Approve <input checked="" type="checkbox"/>
20 - (BUDGET) Budget Approval	NOWITZKE	William Donald Nowitzke	Approve <input type="checkbox"/>
45 - (HRD-2) Human Resources Final Review	LIMBERGER	Denise K Limberger	Approve <input type="checkbox"/>
50 - (DEPT) Department Head/Chair	BELANGER	Lisa A Belanger-Buoniconti	Approve <input type="checkbox"/>
98 - (APPLY) EPAF Applier	LIMBERGER	Denise K Limberger	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"/>

Save and Add New Rows

Search: Go

**User Names,
10 - Human Resources
Development**

- Berrien, Tina J. (BERRIEN)
- Silliman, Dianne (SILLIMAN)

Select

- You should see this message when your change has been successfully completed.

EPAF Default Routing Queue

- Your change was saved successfully.
- Select an Approval Category and Go. Once the page refreshes, se

Approval Category: