EPAF Default Routing Queue Setup

As a Department EPAF Originator, you can establish a pre-defined default routing queue for a particular approval category. The default routing will specify the mandatory levels of approval for that category, assign names to some or all the levels, and identify the action each of the approvers must take.

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator: Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

EPAF Originator Summary

Select EAPF Originator Summary

Select Default Routing Queue

EPAF Default Routing Queue

Select the type of action from the drop down menu.

Required Action
- Approve
- Not Selected
- Reroute
- FY1
- FY2

Enter a NetID for each of the Approval Levels.

Select required Action.