INSTRUCTIONS

FOR

SUMMER SCHOOL FACULTY

EPAF

ROUTING SET-UP

MU

How to Setup Default Routing in Banner

1.) **First, you need to go to the routing table "NTRROUT." You can type it into the Go To text Box.**
OR
You can also access the EPAF form by clicking on "Human Resources [*HRS]."

Click on "Electronic Approvals [HRSELECAPPR]."

Click on "Electronic Approvals Rules [HRSELECRULES]."

Click on "Electronic Approval Routing Rule [NTRROUT]."

2.) **You are now on the Routing Table.**

3.) **You will notice your username automatically appears in the form**

4.) **You will need to enter the Approval Category that you want to set the approval path.**

   1.) For the Summer School Faculty Session the choices are:

CATEGORY NAME	SUMMER SCHOOL SESSIONS
SSFINT	Intersession
SSFAAO	Session 1-A
SSF01B	Session 1-B
SSFS2A	Session 2-A
SSFS2B	Session 2-B
SSFS03	Session 3

Hit "Control + Page Down"

5.) **Notice that the mandatory approval levels automatically appear as well as the Required Action to the far right.**

6.) **Click the drop-down arrow in the "User ID" section to select the names for your approval path.**

Approval Level	Approval Level Code	Action	Person
30	Dean/Director	Approval	Approver in your Department
41	VP/PRE	Approval	VP in your area
70	PAYROLL	Apply	Shyla Abraham

7.) **Once you click on the down-arrow for the User ID, the names allowed for that approval will appear in a pop-up box.**

8.) **To select a name, you can either double click on the name you need, or click on the name and select "OK."**

As you can see, the person's name now appears in the User ID box.

9.) **You will continue the same process with the remaining names.**

10.) **Click "Save" and then the "X" at the top right corner of the screen to exit.**