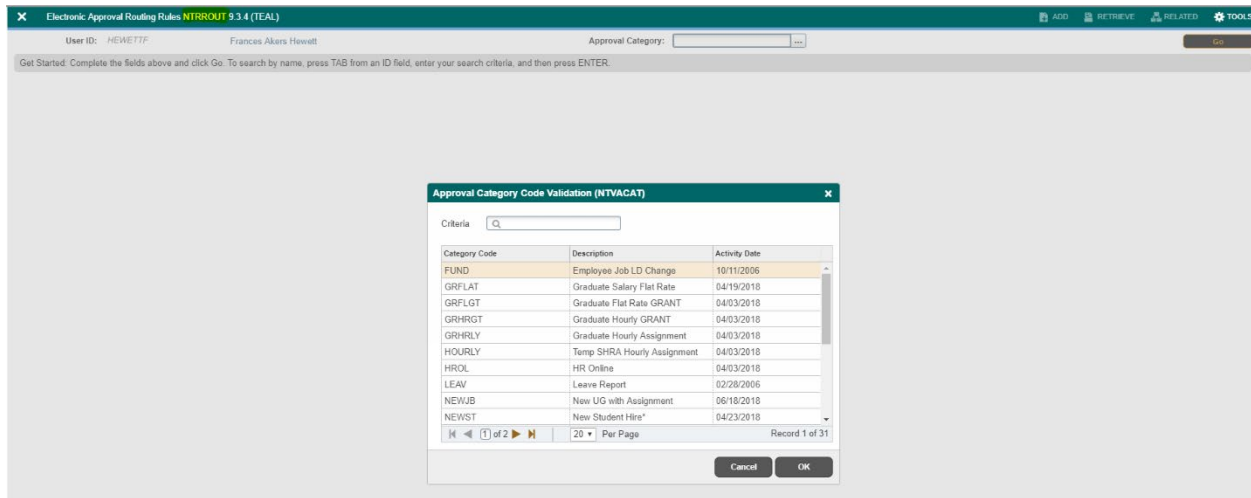


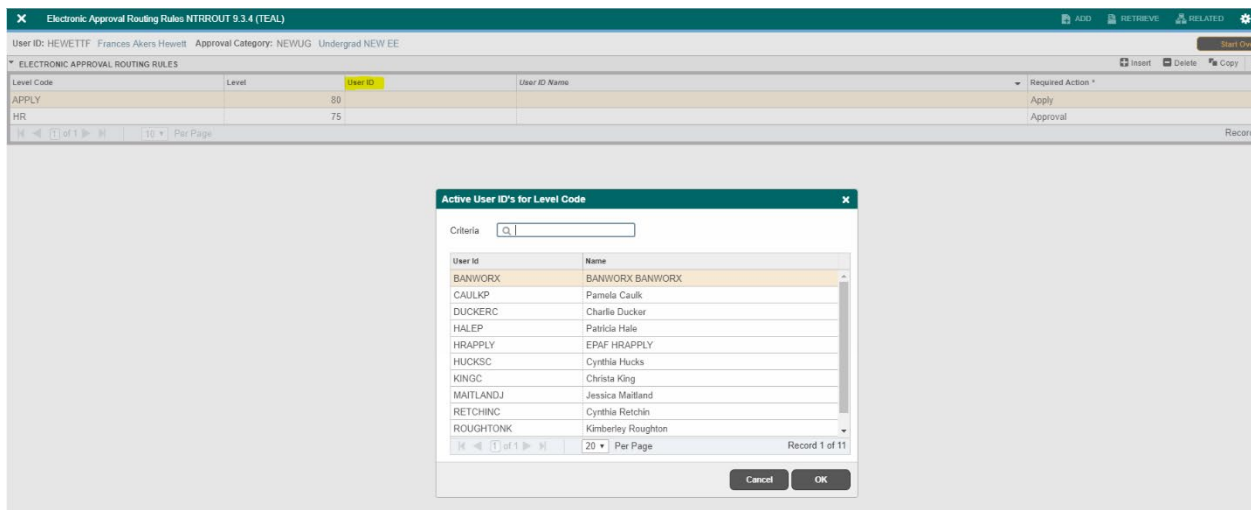
Setting Up Default Routing Queue – NTRROUT

In order to reduce the amount of data entry in self-service, default approval queues can be set up in the Banner Application NTRROUT page. Be sure to have a list of appropriate approvers for each type of EPAF to be created. The approval queue is unique to each originator and will need to be maintained anytime approvers change for the department.

- Navigate to Banner Application and enter NTRROUT on the home screen.
- The user name will prepopulate on the NTRROUT screen.
- Select the EPAF approval queue to set up.



- Select next block.
- The mandatory routing queue will populate the block. Enter the user name for each approver or click on the drop down arrow to view the approver list for that particular approval level. If the approver is not listed in the drop down, please contact HR.
- The Apply level will always be HRAPPLY.



- Save.
- Rollback on the form to select the next routing queue.
- Once all queues are set up, the information will prepopulate on the EPAF in self-service Banner.

EPAF Routing Queues:

All EPAF's go through an approval queue before they are applied to the system. This queue varies dependent upon the position type, individual college / department policies and approval type. As the EPAF travels down the Routing Queue after submission, it will change Status as it moves from queue to queue. You will see the following routing queue statuses:

- **In Queue:** The EPAF is waiting for the next person to approve.
- **FYI:** This informational only, no approval is needed.
- **Pending:** The EPAF has been submitted and is in the approver's queue (the person or group who has the EPAF).
- **Approved:** The EPAF has been forwarded to the next approver in the queue.
- **Applied:** The EPAF has been applied to the system (assignment is in Banner ready to go to Payroll).