

UNIVERSITY OF HARTFORD

ROUTING QUEUES

ePAF

SEPTEMBER 2023

CREATING DEFAULT ROUTING QUEUES

1. Log into Self Service Center, click on the 'Employee Tab' then click on the ePAF link.
*This will bring you your Employee Dashboard
2. Click on Electronic Personnel Action Forms (EPAF) link
3. Click on EPAF Originator Summary.
4. Click on the 'Default Routing Queue' link at the bottom of the page.
5. 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.**
6. To create your routing queues:
 - a. Using the drop-down arrow, 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.
 - 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. Continue these steps for the remaining approval levels.
7. When you have completed the routing queue for the selected ePAF category click 'Save Changes' – a green checkmark & message will appear at the top of the screen when your work is saved.

The following list details who to select, or how to determine who to select, to populate your ePAF approvers. Note: Not all levels are pre-set for all epaf types.

Level 10

HRD – select **any name listed in this section.**

Level 25

HRM – select the HR Team Manager/Director designated for your department/college.

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

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. Timesheet supervisors are NOT necessarily the individual who can approve epafs.

Level 98

APPLY – select **any name listed in this section.**

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’**.
4. 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 Changes’

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