How To Set Up Default Routing Queue

1. Go to Employee Self Service Banner: https://portal.msutexas.edu:9040/pls/PROD/twbkwbis.P_WWWLogin

2. Enter your User ID (always use a Capital M) and PIN and click the Login button. If you've forgotten your PIN, click on the Forgot PIN button.

3. Once logged in, click on EMPLOYEE.

Personal Information **Student** **Financial Aid** **Employee**

Search [   ] [Go]

Main Menu

Welcome, Courtney M. Grimes, to the MSU Web World! Last web

Personal Information
Update addresses or contact information; Change your PIN.

Student
Register, View your academic records.

Financial Aid
Review Financial Aid status and awards.

Employee
Benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

RELEASE: 8.6

4. Once on the Employee tab, Click on Electronic Personnel Action Forms.

Personal Information **Student** **Financial Aid** **Employee**

Search [   ] [Go]
RETURN TO

Employee

Time Sheet
Leave Report
Request Time Off
Electronic Personnel Action Forms
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, benefit statement.
Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
Tax Forms
W4 information and W2 statements.
Jobs Summary
Leave Balances
Campus Directory

RELEASE: 8.10.1

5. Click on EPAF Originator Summary.

MSU BANNER

Personal Information **Student** **Financial Aid** **Employee**

Search [   ] [Go]
RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

Electronic Personnel Action Form

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

RELEASE: 8.9

- Select "Default Routing Queue" at bottom of EPAF Originator Summary screen:

EPAF Originator Summary

Current **History**

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status: All Go

❶ No transactions found in your queue.

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions
Return to EPAF Menu

RELEASE: 8.5

- Select from drop-down the ePAF category you wish to build a default routing queue for and then press **GO**:

EPAF Default Routing Queue

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

Approval Category: Not Selected Go

Not Selected
Hire Student Employee, HIREST
Hire Graduate Assistant, HIREGA
Approval Queue   Rehire/Chg Hourly Student/Temp, STATU1
Approval Level   Rehire/Chg Graduate Assistant, STATU2
			Required Action
Not Selected	Terminate Student/Temp Job, TERMJB		Not Selected
Not Selected	▼ 🔍		Not Selected
Not Selected	▼ 🔍		Not Selected
Not Selected	▼ 🔍		Not Selected

Save and Add New Rows

- Enter desired default approver for each level and click "Save and add new rows" button:

EPAF Default Routing Queue

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

Approval Category: Hire Student Employee, HIREST ▼ Go

Select the user id for each approval level listed.

Note: Use the magnifying glass icon to ensure correct spelling

Approval Queue

Approval Level	User Name		Required Action
10 - (DEPT) Department ▼	🔍 DFISHER	Dawn Rae Fisher	Approve
40 - (HRPRE) HR Preview ▼	🔍 MMARTINEZ	Merlinda R Martinez	Approve
99 - (PAYROL) Payroll ▼	🔍 SKREBS	Sandra Sue Krebs	Apply
Not Selected ▼	🔍		Not Selected
Not Selected ▼	🔍		Not Selected
Not Selected ▼	🔍		Not Selected
Not Selected ▼	🔍		Not Selected

✔ Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

Save and Add New Rows

When completed, press 'SAVE and Add New Rows' button.

- You will see "**Your change was saved successfully**" in the upper left hand corner:

EPAF Default Routing Queue

✔ Your change was saved successfully.
Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Communication Stipend, COMM ▼ Go

Approval Queue

Approval Level	User Name		Required Action	Re
10 - (DEPT) Department ▼	🔍 DFISHER	Dawn Rae Fisher	Approve ▼	☐
25 - (VP/PRV) Vice President/Provost ▼	🔍 MFOWLE	Marilyn McCorkle Fowle	Approve ▼	☐
30 - (BUDGET) Budget ▼	🔍 DVAUGHN	Debbie R Vaughn	Approve ▼	☐
99 - (PAYROL) Payroll & Superuser ▼	🔍 CSTRICKLAND	Connie Lea Strickland	Apply ▼	☐
Not Selected ▼	🔍		Not Selected ▼	

At this point, you may select another ePAF category and press GO. Repeat steps for all ePAF categories you have a need for.

When you now go to create a NEW ePAF, the default approver(s) will automatically be populated; however, if you should desire to change an approver, you can do so by over-riding the default user id. **You can also add an approval level to your default routing queue if necessary by clicking the drop-down button in the first empty (not selected) box. Then choose the user name and required action.**

PLEASE NOTE

IF YOU CREATE A DEFAULT ROUTING QUEUE AND THE MANDATORY LEVELS CHANGE OR AN APPROVER CHANGES, YOU WILL NEED TO UPDATE YOUR DEFAULTS SO THAT THE EPAF CAN BE SUBMITTED.

Visit how to update the default routing queue for details