



Set up a Default Routing Queue

A Default Routing Queue allows the user to customize the routing queue for every Approval Category, or type of EPAF, that he or she creates.

Follow these steps to customize and save Default Routing Queues:

1. Under Employee Tab in USF Connect, select **Electronic Personnel Action Form**
2. Select **EPAF Originator Summary**
3. Select **Default Approval Queue**
4. Select the specific *Approval Category* from drop-down list
5. Fill in the open data fields, using the magnifying glass search function, for each required approval level (see worksheet below)
6. Fill in an open data field and select **FYI** under *Required Action* if you want to FYI an approver on this type of EPAF (optional)

Approval Category Worksheet

Instructions: Below is the approval category for which you create EPAFs. Determine the specific approves for levels 20 & 30. Then, follow instructions above and set up the Default Routing Queue for each Approval Category you will use.

Approval Category Type: **Student Assignments**

E-Classes: BC, BB, BN, CC

Approval Level	User Name	Required Action
20 - (DEPMGR) Manager/ Department Head	<input type="text"/>	Approve
40 - (SEMPLOY) Student Employment	PRADO Norma P Prado	Approve
90 - (PAYROL) Payroll	CONCEPCION Reuben Madrid Concepcion	Approve
99 - (FINPAY) Final Applier	CONCEPCION Reuben Madrid Concepcion	Apply

Approval Categories for Student Assignments are as follows:

- STUASG**, Student Assignment
- STUTER**, Student Assignment Termination
- STUADJ**, Student Retro Adjustments
- STUSAL**, Student Salary
- STULBR**, Student Labor Distribution
- STUNEW**, Student New Hire (only for new employees)
- STUEND**, Student Termination of Employment (terminates employment with USF)