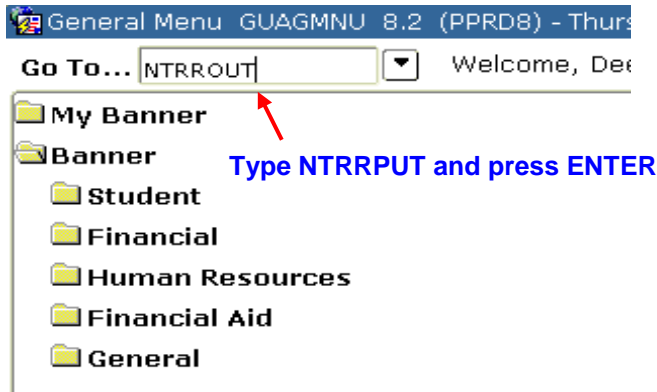


ePAF Routing Set-Up

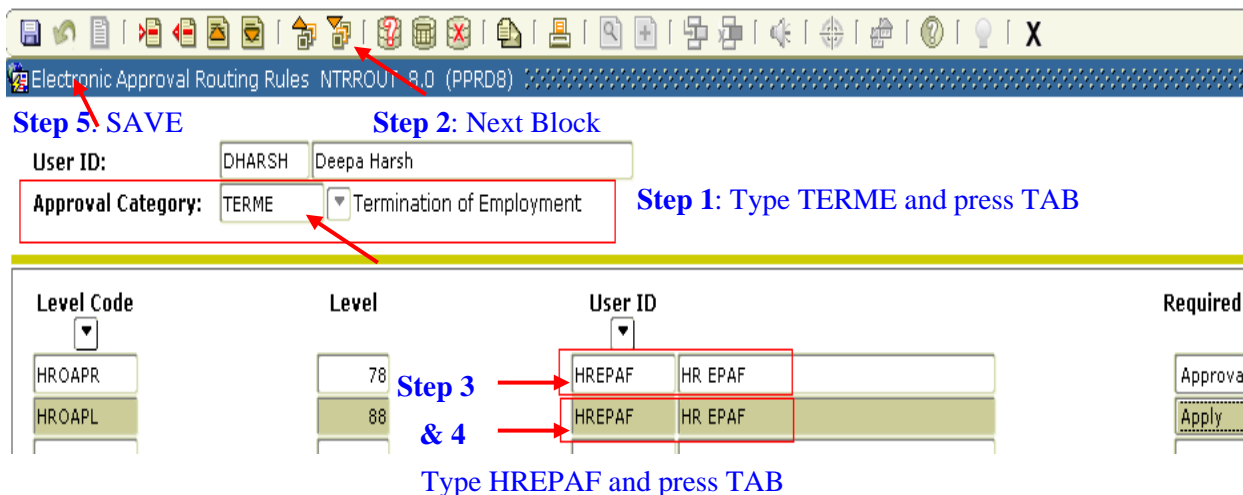
Routing Set-Up *only needs to be done once!*

Log in to Banner. Key **NTRROUT** in the Go To box and press “Enter.”



1. For AJREN, GREN, ORG, TERME, TERMJ and WSREN ePAFs

Step 1: Your VCU eID displays on the top left corner of the form. Click on the Approval Category field. Type in **TERME** (or any of the ePAFs - **AJREN, GREN, ORG, TERMJ, and WSREN**) and press TAB. Follow the steps indicated in the screen shot below.



Step 2: Click Next Block (or Ctrl/PgDn).

Step 3: Click on User ID field for level 78, type ‘HREPAF’ and press Tab. The Required Action should be “**Approval**”

Step 4: Click on the User ID field for level 88, type ‘HREPAF’ and press Tab. The Required Action should be “**Apply**”
Make sure the User ID is HREPAF for both the level codes HROAPR and HROAPL.

Step 5: Save

Repeat the above instructions until you have set up routing for all ePAFs **AJREN, GREN, ORG, TERME, TERMJ and WSREN** by typing the ePAF name in the **Approval Category**.

NOTE: If you are continuing to set up your routing after doing it for TERME ePAF, click on Roll Back button on the top left hand corner of the page and continue from Step 2.

2. For FDC ePAF

Step 1: Your VCU eID displays on the top left corner of the form. Click on the Approval Category field. Type in **FDC** and press TAB. Follow the steps indicated in the screen shot below

Electronic Approval Routing Rules NTRROUT 8.0 (PPRD8)

User ID: DHARSH Deepa Harsh

Approval Category: FDC Decentralized Funding Changes

Level Code: HRAPP

Level: 51

User ID: MCTAYLOR Marvin C Taylor

Required Action: Apply

Step 2: Next Block

Step 1: Type FDC and press TAB

Step 3: Type MCTAYLOR

Step 2: Click Next Block (or Ctrl/PgDn).

Step 3: Click on User ID field for level 51, type 'MCTAYLOR' and press Tab. The Required Action should be "Apply"

Step 4:

3. For all Affiliate (AFNEW1, AFNEW2, AFREN, AFTERM) and Supervisor Maintenance (SUPUP) ePAFs

Step 1: Your VCU eID displays on the top left corner of the form. Click on the Approval Category field. Type in **AFNEW1** (or any of the Affiliate ePAFs **AFNEW2, AFREN, AFTERM**) and press TAB. Follow the steps indicated in the screen shot below.

Step 2: Click Next Block (or Ctrl/PgDn).

Step 3: Click on User ID field for level 88, type 'HREPAF' and press Tab. The Required Action should be "Apply"

Step 4:

Electronic Approval Routing Rules NTRROUT 8.0 (PPRD8)

User ID: DHARSH Deepa Harsh

Approval Category: AFNEW1 Affiliate Identification

Level Code: HROAPL

Level: 88

User ID: HREPAF HR EPAF

Required Action: Apply

Step 2: Next Block

Step 1: Type AFNEW1 and press TAB

Step 3: Type HREPAF

Repeat the above instructions until you have set up routing for all Affiliate ePAFs **AFNEW1, AFNEW2, AFREN** and **AFTERM** by typing the ePAF name in the **Approval Category**.

NOTE: If you are continuing after setting up routing for TERME ePAF, Click on Roll Back button on the top left hand corner of the page and continue from Step 2.

HR Contact Information

ePAF Processing: 827-1770 Leave: 828-1712
Benefits: 827-1723 Banner Security: 827-0495
Payroll: 828-0740

See also the listing of [HR Generalist and HR Operations Staff](#).