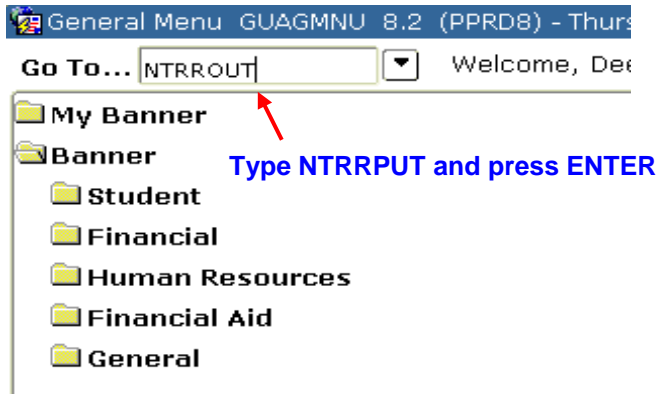


ePAF Routing Set-Up

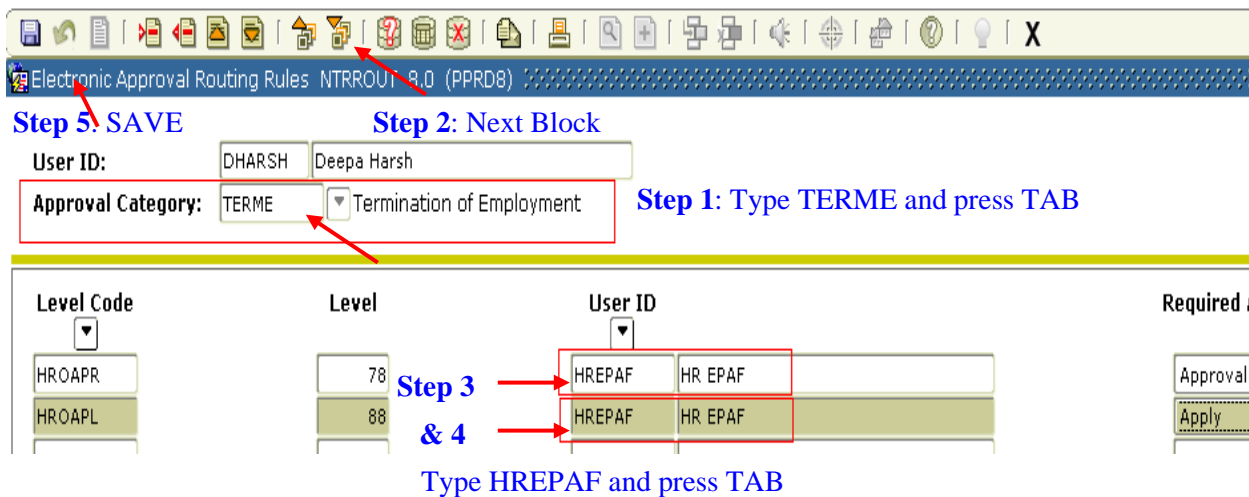
Routing Set-Up *only needs to be done once!*

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

The screenshot shows the top portion of a web form. At the top, there is a toolbar with various icons. Below it, the text "Electronic Approval Routing Rules NTRROUT 8.0 (PPRD8)" is visible. The form contains two rows of input fields. The first row has "User ID:" with a dropdown menu showing "DHARSH" and a text box containing "Deepa Harsh". The second row has "Approval Category:" with a dropdown menu showing "FDC" and a text box containing "Decentralized Funding Changes". A red arrow points to the "Next Block" icon in the toolbar, labeled "Step 2: Next Block". Another red arrow points to the "Approval Category" dropdown, labeled "Step 1: Type FDC and press TAB". Below this, a table-like structure shows "Level Code" (HRAPP), "Level" (51), "User ID" (MCTAYLOR), and "Required Action" (Apply). A red arrow points to the "User ID" text box, labeled "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:

The screenshot shows the top portion of a web form. At the top, there is a toolbar with various icons. Below it, the text "Electronic Approval Routing Rules NTRROUT 8.0 (PPRD8)" is visible. The form contains two rows of input fields. The first row has "User ID:" with a dropdown menu showing "DHARSH" and a text box containing "Deepa Harsh". The second row has "Approval Category:" with a dropdown menu showing "AFNEW1" and a text box containing "Affiliate Identification". A red arrow points to the "Next Block" icon in the toolbar, labeled "Step 2: Next Block". Another red arrow points to the "Approval Category" dropdown, labeled "Step 1: Type AFNEW1 and press TAB". Below this, a table-like structure shows "Level Code" (HROAPL), "Level" (88), "User ID" (HREPAF), and "Required Action" (Apply). A red arrow points to the "User ID" text box, labeled "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](#).