DEFAULT ROUTING QUEUE

I can also set up a default approval queue for any and all Approval (or EPAF) Category (new hire, job changes). That is, I can do either or both of these:
- In addition to the minimum approval levels of Immediate Supervisor and HR Applier, I can set up additional approval levels as a default
- I can set the specific user name or individual that I want to take the approval level action

To do so, I go the EPAF admin page and select the EPAF Originator Summary tile.

At the bottom of the screen, click on Default Routing Queue. On the next screen I will select the Approval Category that I want to create a default routing queue for, and then click the Go button.

The mandatory approval levels and the required action have been automatically established for each EPAF approval category–I CANNOT make any changes to these.

I want to set a specific individual to always be defaulted in for these two levels. To do that, I go to the user name column and search for the individual–for both approval levels.

Additionally, I want to add another approval level, e.g. an FYI or Department Head, I can add it, set the user name, and (THIS IS A MUST), set the required action, e.g. approve. I will not be able to save this default routing queue without setting the required action of any additional approval levels.

Once I have set all the defaults, I will click on Save Changes. A message on the top right corner will confirm that the changes were saved successfully.

I will also see that it will re-sort the approval level in appropriate order, if needed.

If I want to view or make changes to this default routing queue in the future, I will repeat the steps to navigate back here.

TO NOTE: even if I have set up default (individuals or approval levels), I can still change or remove them, or even add a level in any EPAF I start.

I will need to repeat these steps to set up default routing queues for another Approval Category.