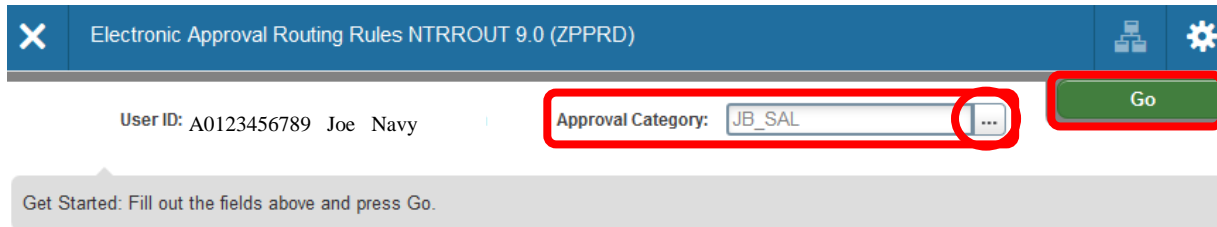


NTRROUT

Use **NTRROUT** to set up **Routing queues for EPAFs**. Each EPAF has its own routing queue. The queue tells Banner who needs to approve each EPAF, and in the order the approvals need to be made. With this form you can set up the routing in advance, so that processing the EPAF is easier.

NTRROUT:



Electronic Approval Routing Rules NTRROUT 9.0 (ZPPRD)

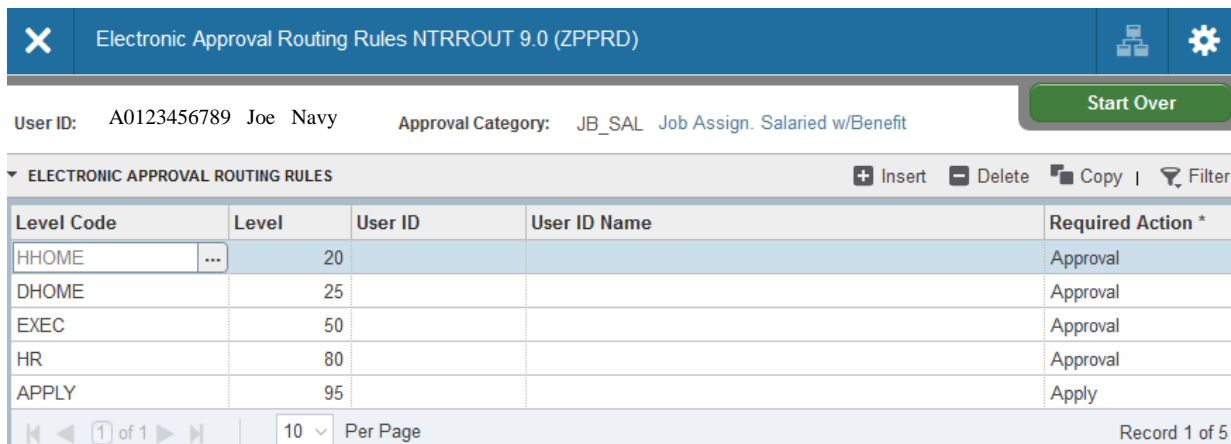
User ID: A0123456789 Joe Navy

Approval Category: JB_SAL

Go

Get Started: Fill out the fields above and press Go.

Approval Category: Enter the appropriate approval category. To see a list of valid codes, click on the “search ellipses” button by the “Approval Category” and select a category.
Click GO



Electronic Approval Routing Rules NTRROUT 9.0 (ZPPRD)

User ID: A0123456789 Joe Navy

Approval Category: JB_SAL Job Assign. Salaried w/Benefit

Start Over

ELECTRONIC APPROVAL ROUTING RULES

Level Code	Level	User ID	User ID Name	Required Action *
HHOME	20			Approval
DHOME	25			Approval
EXEC	50			Approval
HR	80			Approval
APPLY	95			Apply

1 of 1 Per Page Record 1 of 5

In this screen you will see all approval levels required for the type of EPAF listed in the Approval Category inputted on the previous screen. Selecting approvers and saving the information will allow future PAFS to have this section populated automatically.

Important: Update NTRROUT when changes in approvers are made in your department.

For example, if a new Director, Department head, etc. is appointed, please go back to this form and edit the routing queue to ensure future EPAFS go to the correct approvers.

HHOME: This is the Department Head/Director of your Department

DHOME: This is the DEAN/VP Level for your department

EXEC: For academic actions please select the PROVOST_OFFICE.

For non-academic actions, please select the PRESIDENTS_OFFICE.

Grants: Please select DAVID_PAUL

HR: This will always be HR_OFFICE

Apply: This will always be HR_OFFICE or STUDENT_EMPLOYMENT.

The examples below are to set up approving for JB_SAL EPAFs in the HR Office for a non-academic employment action.

Electronic Approval Routing Rules NTRROUT 9.0 (ZP)

Active User ID's for Level Code

User ID: A0123456789 Joe Navy Approval Category: J

Level Code	Level	User ID	User ID
HHOME	20		
DHOME	25		
EXEC	50		
HR	80		
APPLY	95		

User Id	Name
A01234567	Dennis Toffice
A08765432	Bess Twishes
A01010101	Anne T. Lope
A02302020	Jed I. Knight
A01472582	Chris P. Bacon
A02121211	Darth Vader
A02583691	Ella Vader
A05555551	Boba Fett
A02222222	Kylo Ren
A03333333	Darth Sidious

Cancel OK

To select approvers, click on the “User ID” box and then click on the **search ellipses** button. A box with valid usernames will be shown. Select the approvers that correspond with your department. Repeat steps for each Level.

SAVE: Press **F10**, click on the Save icon

Electronic Approval Routing Rules NTRROUT 9.0 (ZPPRD)

User ID: A0123456789 Joe Navy Approval Category: JB_SAL Job Assign. Salaried w/Benefit

Start Over

Level Code	Level	User ID	User ID Name	Required Action *
HHOME	20	A01234567	Chris P. Bacon	Approval
DHOME	25	A01472582	Dennis Toffice	Approval
EXEC	50	PRESIDENT_O...	Office President	Approval
HR	80	HR_OFFICE	Office HR	Approval
APPLY	95	HR_OFFICE	Office HR	Apply

Record 5 of 5

Note: Some EPAFs will ask for HHOME, HHIRE, DHOME, DHIRE and GRAD levels.

HHOME and DHOME approvers are from the department where the employee has the primary position; this is the employee’s “home” department.

HHIRE and DHIRE are for outside departments who hire employees form another department to do adjunct assignments. This is the department that is hiring the employee for the secondary position.

GRAD approvers are from the School of Graduate Studies.

If EPAF instructions tell you to **insert a level**, simply click on the “Insert” Tab, Type in the correct level, and then enter the user ID. Don’t forget to save the changes when you finish. **SAVE:** Press **F10**, click on the Save icon