

ON ANY EPCF

Log into UIS \rightarrow Employee Tab \rightarrow EPCF Main Menu

The default routing queue allows you to set up the approvers/applier for <u>each</u> EPCF as a recurrence and only needs to set it up once.

Electronic Personnel Change	Form
EPAF Approver Summary	
EPAF Originator Summary	
New EPAF	
EPAF Proxy Records	
Act as a Proxy	

1. Click on EPAF Originator Summary



2. Click on Default Routing Queue

EPCF Originator Summary	
Current History Select the link under Name to access details of the transaction	n, or select the link under Transaction to update the transaction.
Transaction Status: All Go	
• No transactions found in your queue.	New EPAF Default Routing Queue Search Superuser or Filter Transactions

3. Select the appropriate Approval Caterogy (EPCF) then click Go

- Select an Approval	Calcerence and Calcerence and an and a select the select of the select o	L User TD and action	
	Category and Go. Once the page refreshes, select the Approval Leve	I, User ID and action.	
Approval Category:	Not Selected	Go	
	Not Selected		
Approval Queue	Hire College Work Study Student, HCWS Hire Full-Time Summer Session, HFSS		
Approval Level	Hire Regular Student, HREG	Required Ac	tion
Not Selected	Hire Grant Student, HGRANT Hire Law School Student / Research Assist., HLAWRA	Not Selecte	d 🖣
Not Selected	Hire Graduate Research / Teach / Doctorial - Full Year, HGAFY Hire Graduate Research / Teach / Doctorial - One Semester, HGAS	Not Selecte	d 🖣
Not Selected	Hire Athletic Grad Assist, HAGASU	Not Selecte	d •
Not Selected	Hire Graduate Research / Teach / Doctorial - Summer 1, HGASU	Not Selecte	d •
	Hire Graduate Research / Teach / Doctorial - Summer 2, HGASU2		
Save and Add N	Hire Temporary Employee HTEMP		
	Hire Adj Summer Sess I, HSS1		
	Hire Adj Summer Sess II, HSS2	FRAT O Side to Demonstra	
	LOA Begin FT Admin or Faculty, LOA	EPAF Originator Summary	
	Labor Distribution Changes, LBRDIS	Return to EPAF Menu	
ELEASE: 8.8	Return LOA FT Admin or Faculty, RETLOA		
2014 Ellucian Com	Hire Continuing - Returning Adjunct, HCAD1		
	Faculty Chair Stipend, CHAIR		
	Faculty Overload, OVERLO		
	Extend Banner Access, BANEXT		
	Reading Writing One-time Pay, RW-PAY		
	One-Time Stipend Payment, 1PAY		
	International Employees, INTADM		
	International Faculty, INTFAC		

4. Once the appropriate category has been selected, the approval levels will automatically populate

Personal Information Employee Finance						
Search Go		RETURN TO EMPLOYEE MENU	SITE MAP HELP	EXIT		
EPAF Default Routing Queue						
Select an Approval Category and Go. Once	the page refreshes, select the Approval Leve	el, User ID and action.				
Approval Category: Terminate Student, TER	STU	▼ Go				
Approval Queue						
Approval Level	User Name			Required Action	Remove	
10 - (DEPT) Dept. Approval	Q			Approve	-	
90 - (APPLY) HR Applier	Q			Apply	-	
Not Selected	Q.			Not Selected	•	

5. Click on magnifying glass to select appropriate person who will be approving/applying the EPCF

Approval Queue	
Approval Level	User Name
10 - (DEPT) Dept. Approval	- Q
90 - (APPLY) HR Applier	

6. once finished, click on Save and Add new Rows

Save and Add New Rows