Log into Banner Self Serve and click on the Originator Summary Menu selection

Click the Default Routing Queue

MIDWESTERN
STATE UNIVERSITY
MSU BANNER

Personal Information   Student   Financial Aid   **Employee**

Search [   ] Go

RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

EPAF Originator Summary

Current   History

📝 Select the link under Name to access details of the transaction, 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

Return to EPAF Menu

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Select the EPAF you want to update and remove the names

WESTERN
E UNIVERSITY
MSU BANNER

al Information   Student   Financial Aid   **Employee**

[   ] Go

RETURN TO EMPLOYEE MENU   SITE MAP   HELP   EXIT

Default Routing Queue

change was saved successfully.
: an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

al Category: [SM - Rehire or Change Student Asst, STATU1   ▼] Go

al Queue

al Level	User Name		Required Action	Remove
PRE) HR Assistant	CGRIMES	Courtney Meagan Grimes	Approve	☑
EPT) Department	DFISHER	Dawn Rae Fisher	Approve	☑
) IT	SKENNEDY	Shauna Diane Kennedy	FYI	☑
YROL) Payroll	CSTRICKLAND	Connie Lea Strickland	Apply	☑
ected			Not Selected	
ected			Not Selected	
ected			Not Selected	
ected			Not Selected	

nd Add New Rows

EPAF Originator Summary

Return to EPAF Menu

Save and Add New Rows. You should now see blank fields.

Go back up the Approval Category and Select the EPAF you want to update and Select GO.

You should now see the blank mandatory levels required for this particular EPAF.

You are now ready to add in the new names by clicking on the magnifying glass or typing the ORACLE ID.
Save the Form