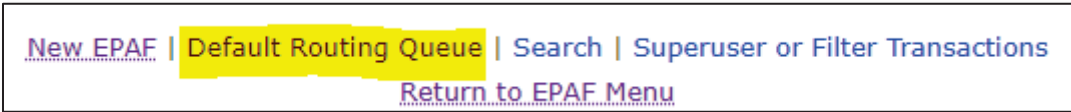


## How to Update Your Default Routing – Employee Supplemental ePAFs

- 1) Log into the Stockton portal, click on the Employee tab, then click on the link for Self Service Banner.
- 2) Click on the Employee tab > ePAF Main Menu > ePAF Originator Summary.
- 3) Click on Default Routing Queue.



- 4) Select one of the supplemental ePAFs types from the Approval Category drop-down menu then click Go.
- 5) The Approval Level fields will populate based on the chosen Approval Category.
- 6) Remove all existing levels that were previously saved by checking the boxes under Remove.

| Required Action | Remove                              |
|-----------------|-------------------------------------|
| Approve         | <input checked="" type="checkbox"/> |
| Approve         | <input checked="" type="checkbox"/> |
| Approve         | <input checked="" type="checkbox"/> |
| Approve         | <input checked="" type="checkbox"/> |
| Approve         | <input checked="" type="checkbox"/> |
| Apply           | <input checked="" type="checkbox"/> |

- 7) Click Save and Add New Rows.
- 8) Click Go and the updated Approval Levels and Required Action will populate.

**Approval Category:**


- 9) Update the Approver by clicking on the magnifying glass under User Name and selecting the appropriate person for each level.

| Approval Level                             | User Name                     |
|--|-------------------------------|
| 8 - (HRSUP) Human Resources Supplmtal Appr | <input type="text" value=""/> |

10) Please note the following:

- Level 9 (SUPLUS) – Person who supervises the recipient of the supplemental
- Level 10 (DEPT) – Budget Unit Manager for the department funding the supplemental (may be the same person as level 9)
- Level 35 (GRANT) – Select Ann Marie White
- Levels 98 (PRAPPL) & 99 (PAYROL) – Select Thomas Morgenweck

11) After selecting the appropriate approvers you would like to have default, click Save and Add New Rows, and you will receive confirmation your changes were saved successfully.

 Your change was saved successfully.