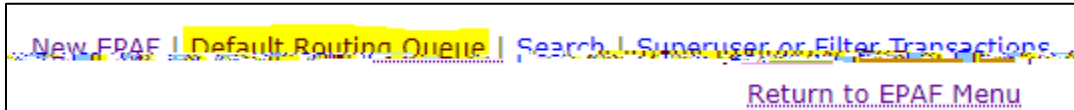


How to Update Your Default Routing – Employee Supplemental ePAFs

- 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"/>

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)

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