

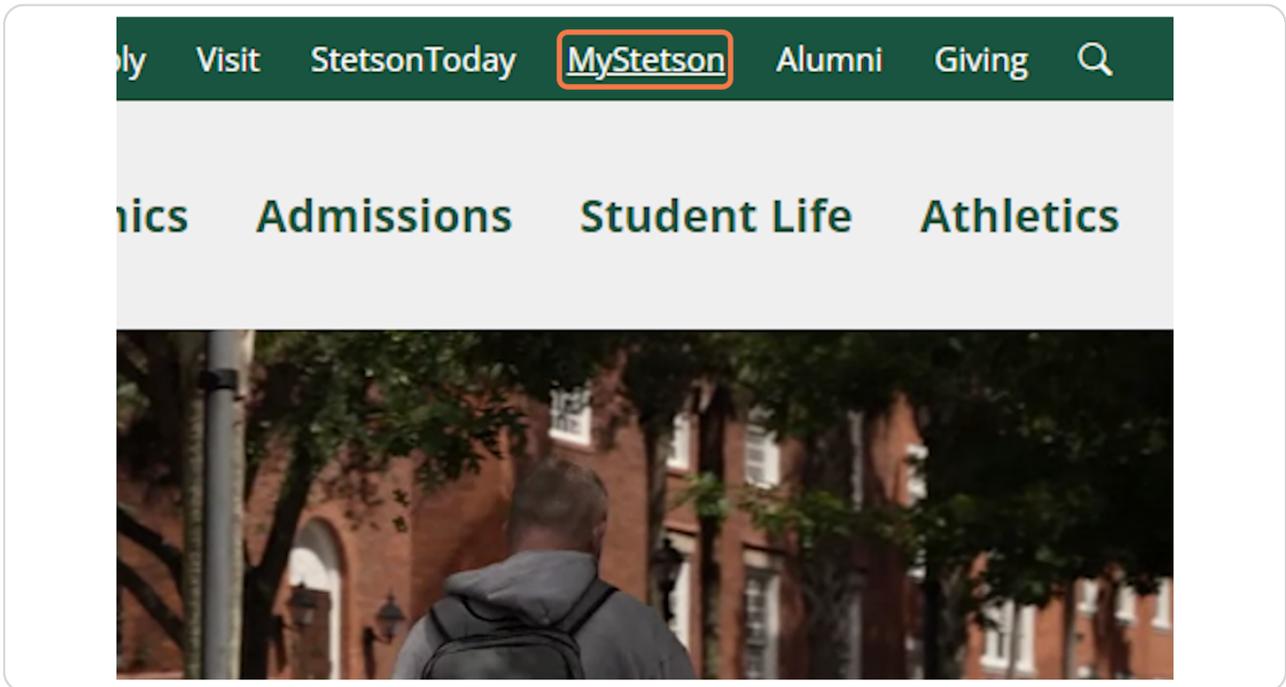
Default Routing Queue setup for DEL Student EPAF

31 Steps [View most recent version on Tango.ai](#) 

Created by	Creation Date	Last Updated
Student Employment	Jul 30, 2024	Mar 20, 2025

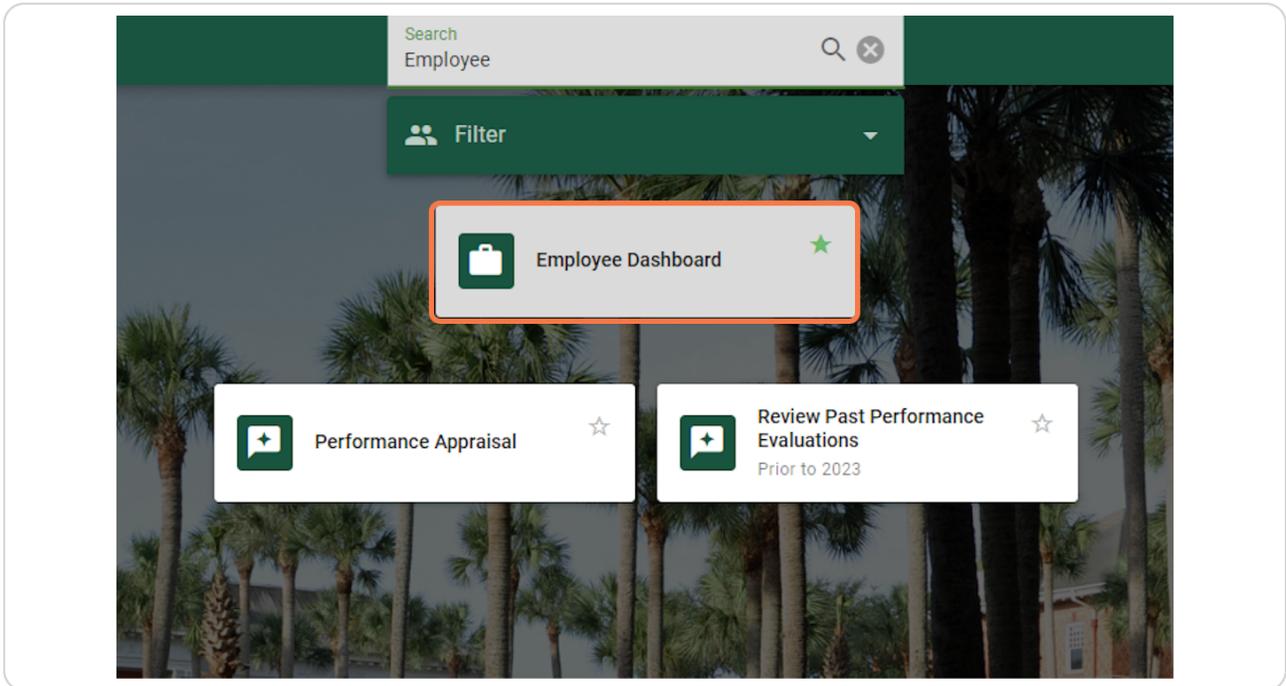
STEP 1

Sign in to your MyStetson



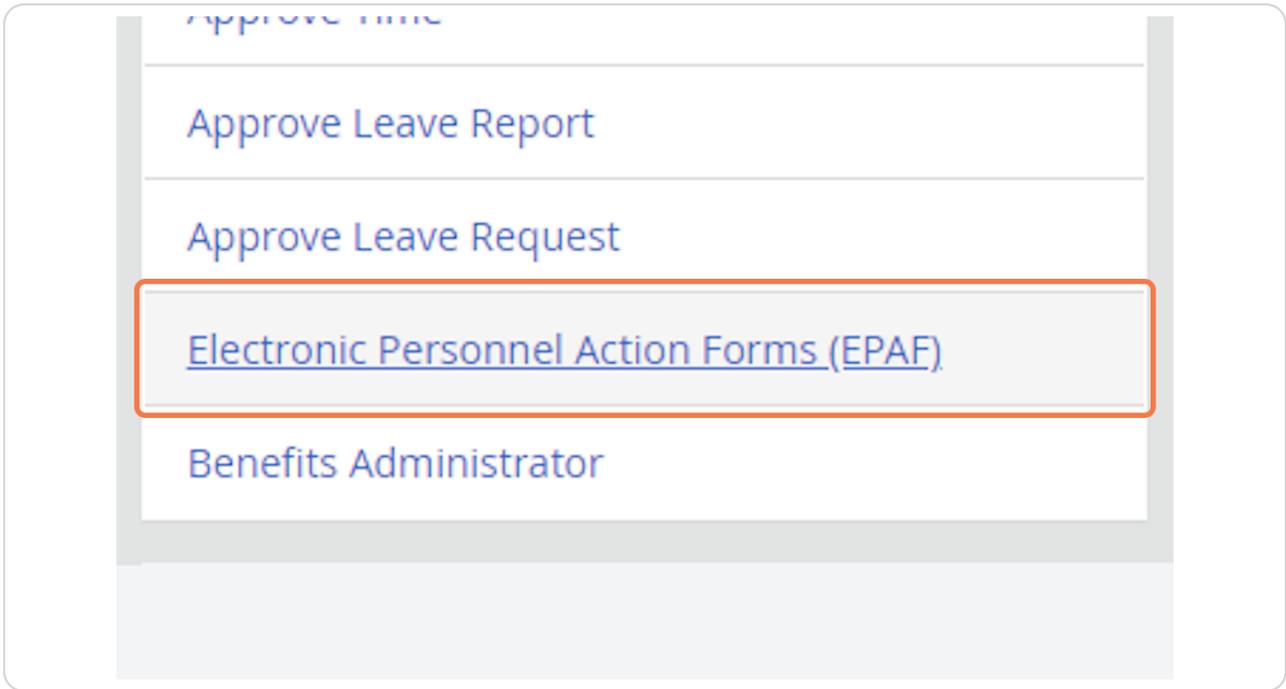
STEP 2

Search and Select "Employee Dashboard"



STEP 3

Click on "Electronic Personnel Action Forms (EPAF)" in the lower right corner of the page (you may need to scroll down)



STEP 4

Click on "EPAF Originator Summary"

The screenshot shows the 'mySTEVSON' logo at the top left. Below it are links for 'HELP' and 'LOGOUT'. The main heading is 'Electronic Personnel Action Form'. A list of menu items includes 'EPAF Approver Summary', 'EPAF Originator Summary' (highlighted with a red box), 'New EPAF', 'EPAF Proxy Records', and 'Act as a Proxy'. A horizontal line is positioned below the menu items, with the text 'RELEASE: 8.18 (DLCH01:B8-ORDS-SSB-PROD-77FF5668DC-CWXNZ)' centered below the line.

STEP 5

Click on "Default Routing Queue" (center of page)

The screenshot shows a page with a horizontal line at the top. Below the line is the text 'cess details of the transaction, or select the link under Transaction to update the transaction'. A 'Go' button is located below this text. In the center of the page, there is a navigation menu with links: 'New EPAF', 'Default Routing Queue' (highlighted with a red box), 'Search', and 'Superuser or Filter Tran'. Below the navigation menu is a link 'Return to EPAF Menu'. At the bottom of the page, there is a table header with four columns: 'ID', 'Transaction', 'Type of Change', and 'S'. Each column header has a small yellow triangle icon above and below the text.

STEP 6

For Approval Category, select "Hire Student who has never worked on campus as employee, STUD01"



[HELP](#) [LOGOUT](#)

EPAF Default Routing Queue

 Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Hire Student who has never worked on campus as employee, STUD01

Approval Queue

Approval Level	User Name
Not Selected	<input type="text"/>

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

STEP 7

Click on "Go"

When the page refreshes, select the Approval Level, User ID and action.

Hire Student who has never worked on campus as employee, STUD01

Approval Queue	
Approval Level	User Name
81 - (PY-FYI) Payroll FYI	
Not Selected	
Not Selected	
Not Selected	

STEP 8

Click on the first box and select "81 - (PY-FYI) Payroll FYI"

EPAF Default Routing Queue

Success Icon Your change was saved successfully.
 Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: Hire Student who has never worked on campus as employee, STUD01

Approval Queue

Approval Level	User Name
81 - (PY-FYI) Payroll FYI	
Not Selected	
Not Selected	
Not Selected	

[EPAF Originator S](#)

[Return to EPAF](#)

STEP 9

Type "EMENDEZ" under User Name

Default Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category: Hire Student who has never worked on campus as employee, STUD01

Queue Level	User Name
(FYI) Payroll FYI	<input type="text" value="EMENDEZ"/>
ed	<input type="text"/>
ed	<input type="text"/>
ed	<input type="text"/>

[EPAF Originator](#)

STEP 10

On the right, under Required Action, select "FYI"

	Required Action
	<input type="text" value="FYI"/>
	<input type="text" value="Not Selected"/>

STEP 11

In the second row, select "89 - (SE-RVW) Student Employment Review"

EPAF Default Routing Queue

Success Icon Your change was saved successfully.
 Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Queue

Approval Level	User Name
81 - (PY-FYI) Payroll FYI	EMENDEZ Eva Guadalupe M
89 - (SE-RVW) Student Employment Review	
Not Selected	
Not Selected	

[EPAF Originator Summary](#)

[Return to EPAF](#)

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STEP 12

Type "STUEMPUSR" under User Name

EPAF Default Routing Queue

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

Approval Category:

Approval Queue

Approval Level	User Name
81 - (PY-FYI) Payroll FYI	EMENDEZ Eva Guadalupe Mendez
Student Employment Review	STUEMPUSR

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

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STEP 13

Under Required Action, select "Approve"

	Required Action
	FYI
	Approve
	Not Selected

STEP 14

In the third row, select "90 - (SE-APL) Student Employment Apply"

Success Icon Your change was saved successfully.

Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID a

Approval Category: Hire Student who has never worked on campus as employee, STUD01

Approval Queue

Approval Level	User Name
81 - (PY-FYI) Payroll FYI	EMENDEZ Eva Guadalupe M
89 - (SE-RVW) Student Employment Review	STUEMPUSR Sam Tuempusr
90 - (SE-APL) Student Employment Apply	
Not Selected	

[EPAF Originator S](#)

[Return to EPAF](#)

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STEP 15

Type "MVINCIGU" under User Name

	User Name	
FYI	EMENDEZ	Eva Guadalupe Mendez
nt Employment Review	STUEMPUSR	Sam Tuempusr
Employment Apply	MVINCIGU	Marlene Vinciguerra

ows

[Return to EPAF Menu](#)

STEP 16

Under Required Action, select "Apply"

	Required Action
	FYI
	Approve
	Apply
	Not Selected

STEP 17

After all 3 rows have been entered, click on "Save and Add New Rows"

Approval Queue

Approval Level	Us
81 - (PY-FYI) Payroll FYI	
89 - (SE-RVW) Student Employment Review	
90 - (SE-APL) Student Employment Apply	
Not Selected	

Save and Add New Rows

STEP 18

Complete the same steps for the next Approval Category. Select "Hire existing Student Employee into a new Position, STUD02"



[HELP](#) [LOGOUT](#)

EPAF Default Routing Queue

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

Approval Category: Hire existing Student Employee into a new Position, STUD02

Approval Queue

Approval Level	User Name
Not Selected	<input type="text"/>

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

STEP 19

Click on "Go"

ie page refreshes, select the Approval Level, User ID and action.

STEP 20

In the first row, select the Approval Level, type "EMENDEZ," and select "FYI" in Required Action

ult Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category:

je

	User Name	
<input type="text" value="Approval FYI"/> ▼	<input type="text" value="EMENDEZ"/>	
<input type="text" value="Student Employment Review"/> ▼	<input type="text"/>	
<input type="text" value="Student Employment Apply"/> ▼	<input type="text"/>	
<input type="text"/> ▼	<input type="text"/>	
<input type="text"/> ▼	<input type="text"/>	
<input type="text"/> ▼	<input type="text"/>	
<input type="text"/> ▼	<input type="text"/>	

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

STEP 21

In the second row, select the Approval Level, type "STUEMPUSR," and select "Approve" in Required Action

ult Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category: Hire existing Student Employee into a new Position, STUD02

je

	User Name	
roll FYI	EMENDEZ	Eva Guadalupe Mendez
Student Employment Review	STUEMPUSR	
Student Employment Apply		

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

STEP 22

In the third row, select the Approval Level, type "MVINCIGU," and select "Apply" in Required Action

	User Name	
	EMENDEZ	Eva Guadalupe Mendez
view	STUEMPUSR	Sam Tuempusr
Apply	MVINCIGU	Marlene Vinciguerra

STEP 23

After all 3 rows have been entered, click on "Save and Add New Rows"

89 - (SE-RVW) Student Employment Review	STUEMPUSR
90 - (SE-APL) Student Employment Apply	MVINCIGU
Not Selected	

Save and Add New Rows

STEP 24

Complete the same steps for the last Approval Category. Select "Rehire a Student Employee into Previously-held Position, STUD03"

mySTETSON

[HELP](#) [LOGOUT](#)

EPAF Default Routing Queue

Success Icon Your change was saved successfully.
 Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category: **Rehire a Student Employee into Previously-held Position, STUD03**

Approval Queue

Approval Level	User Name
81 - (PY-FYI) Payroll FYI	EMENDEZ Eva Guadalupe Mendez
89 - (SE-RVW) Student Employment Review	STUEMPUSR Sam Tuempusr

STEP 25

Click on "Go"

mySTETSON

[HELP](#) [LOGOUT](#)

EPAF Default Routing Queue

Success Icon Your change was saved successfully.
 Information Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Approval Queue

Approval Level	User Name	Required Action	Ren
<input type="text" value="81 - (PY-FYI) Payroll FYI"/>	<input type="text" value="EMENDEZ"/>	<input type="text" value="FYI"/>	<input type="checkbox"/>
<input type="text" value="89 - (SE-RVW) Student Employment Review"/>	<input type="text" value="STUEMPUSR"/>	<input type="text" value="Approve"/>	<input type="checkbox"/>

STEP 26

In the first row, select the Approval Level, type "EMENDEZ," and select "FYI" in Required Action

ult Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category:

Queue

Approval Level	User Name	Required Action	Ren
<input type="text" value="81 - (PY-FYI) Payroll FYI"/>	<input type="text" value="EMENDEZ"/>	<input type="text" value="FYI"/>	<input type="checkbox"/>
<input type="text" value="89 - (SE-RVW) Student Employment Review"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Student Employment Apply"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

STEP 27

In the second row, select the Approval Level, type "STUEMPUSR," and select "Approve" in Required Action

ult Routing Queue

Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Category:

	User Name	
Enrollment FYI	EMENDEZ	Eva Guadalupe Mendez
Student Employment Review	STUEMPUSR	
Student Employment Apply		

Mandatory Levels defaulted from Electronic Approval Category Form (NTRACAT).

STEP 28

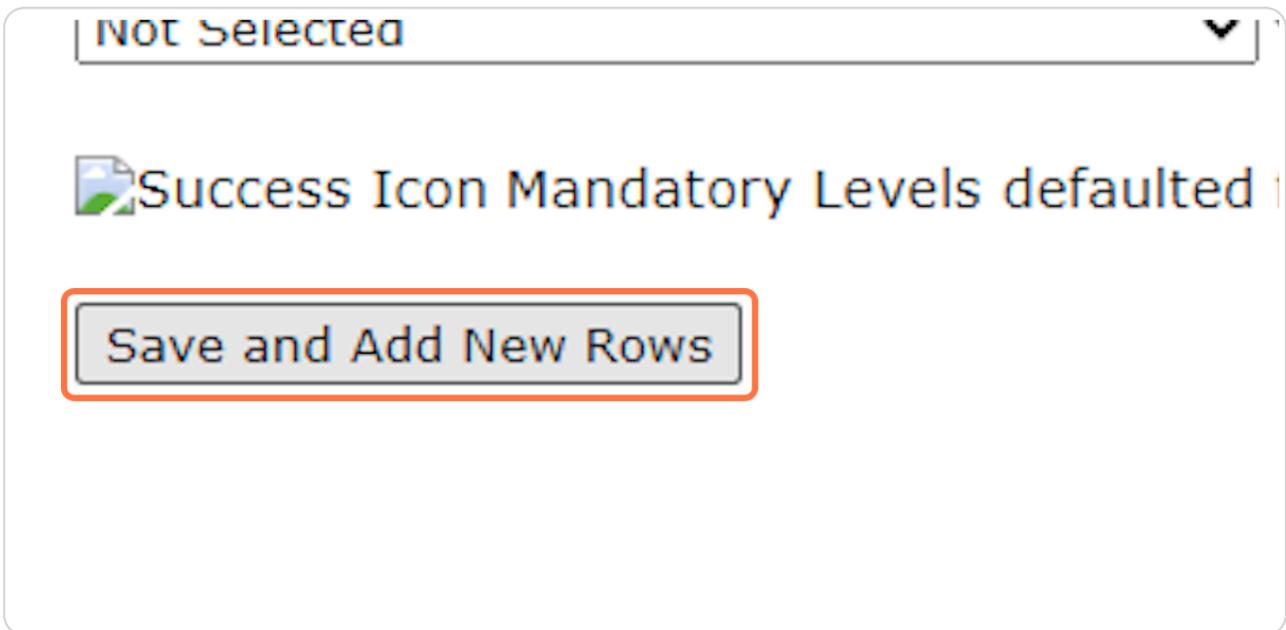
In the third row, select the Approval Level, type "MVINCIGU," and select "Apply" in Required Action

	User Name	
Enrollment FYI	EMENDEZ	Eva Guadalupe Mendez
Student Employment Review	STUEMPUSR	Sam Tuempusr
Student Employment Apply	MVINCIGU	Marlene Vinciguerra

[Return to EPAF Menu](#)

STEP 29

After all 3 rows have been entered, click on "Save and Add New Rows"



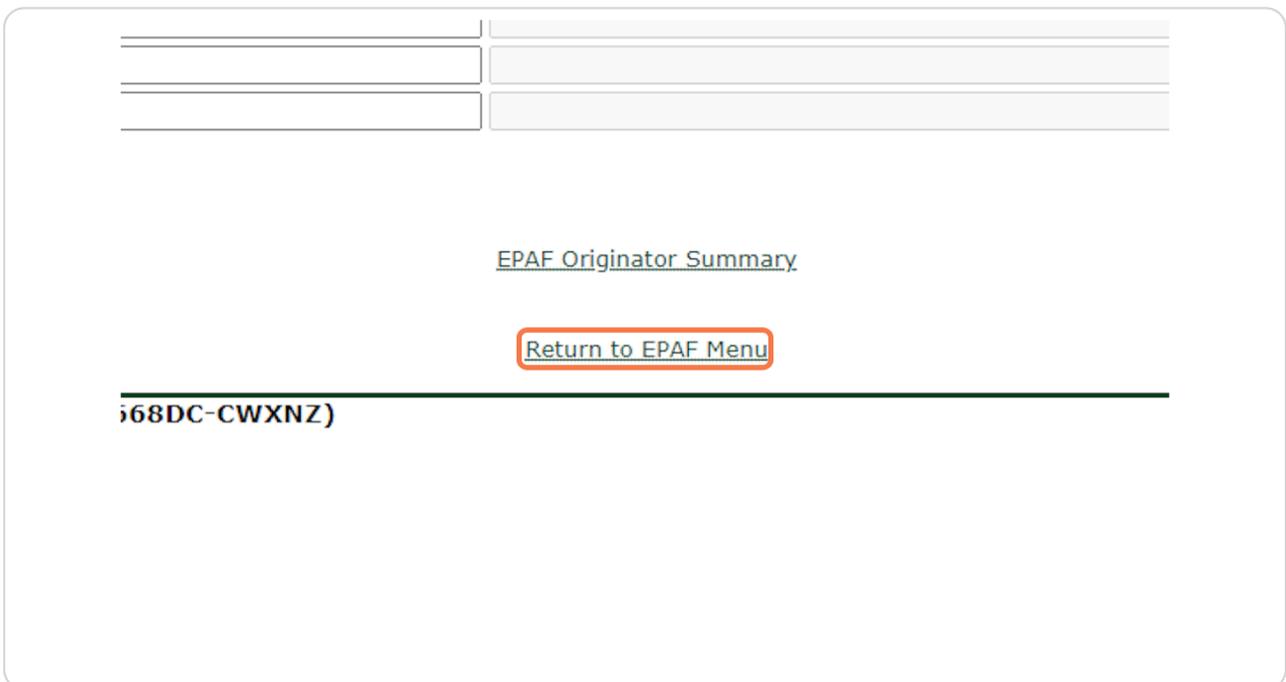
NOT Selected

Success Icon Mandatory Levels defaulted

Save and Add New Rows

STEP 30

Click on "Return to EPAF Menu"



[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

68DC-CWXNZ)

STEP 31

You should now be able to start the EPAF hiring process. Instructions can be found on the Supervisor Resources Page.

[HELP](#) [LOGOUT](#)

Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

[Act as a Proxy](#)

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