# 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.

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions
Return to EPAF Menu

4) Select one of 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) Update the Approval Levels and Required Action to mirror exactly as shown below. Click on the magnifying glass to select the appropriate BUM and Supplemental Reviewer for your department.

- Routing for BW & BT

**Approval Queue**

| Approval Level | User Name | | Required Action |
|---|---|---|---|
| 10 - (DEPT) Department Budget Unit Manager | | | Approve |
| 58 - (HRSUP) Human Resources Supplmtal Appr | STOLTZFT | Tristan L Stoltzfus | Approve |
| 60 - (SUPLRV) Supplemental Reviewer | | | Approve |
| 98 - (PRAPPL) Payroll Appr Review | MORGENWT | Thomas J Morgenweck | Approve |
| 99 - (PAYROL) Payroll | MORGENWT | Thomas J Morgenweck | Apply |

- Routing for Grant BW & BT

**Approval Queue**

| Approval Level | User Name | | Required Action |
|---|---|---|---|
| 10 - (DEPT) Department Budget Unit Manager | | | Approve |
| 35 - (GRANT) Grant Accounting Manager | WHITEA26 | Ann Marie White | Approve |
| 58 - (HRSUP) Human Resources Supplmtal Appr | STOLTZFT | Tristan L Stoltzfus | Approve |
| 60 - (SUPLRV) Supplemental Reviewer | | | Approve |
| 98 - (PRAPPL) Payroll Appr Review | MORGENWT | Thomas J Morgenweck | Approve |
| 99 - (PAYROL) Payroll | MORGENWT | Thomas J Morgenweck | Apply |

7) Click on Save and Add New Rows. You will receive a message that your change was saved successfully.

✅ Your change was saved successfully.