

DEFAULT ROUTING QUEUE

I can also set up a default approval queue for any and all Approval (or EPAF) Category (new hire, job changes). That is, I can do either or both of these:

- In addition to the minimum approval levels of Immediate Supervisor and HR Applier, I can set up additional approval levels as a default
- I can set the

TO NOTE: even if I have set up default (individuals or approval levels), I can still change or remove them, or even add a level in any EPAF I start.

I will need to repeat these steps to set up default routing queues for another Approval Category.