Routing Set-Up only needs to be done once!

Log in to Banner. Key NTRROUT in the Go To box and press “Enter.”

Type NTRROUT and press ENTER

1. For AJREN, GREN, ORG, TERME, TERMJ and WSREN ePAFs

Step 1: Your VCU eID displays on the top left corner of the form. Click on the Approval Category field. Type in TERME (or any of the ePAFs - AJREN, GREN, ORG, TERMJ, and WSREN) and press TAB. Follow the steps indicated in the screen shot below.

Step 2: Click Next Block (or Ctrl/PgDn).

Step 3: Click on User ID field for level 78, type ‘HREPAF’ and press Tab. The Required Action should be “Approval”

Step 4: Click on the User ID field for level 88, type ‘HREPAF’ and press Tab. The Required Action should be “Apply”

Make sure the User ID is HREPAF for both the level codes HROAPR and HROAPL.

Step 5: Save

Repeat the above instructions until you have set up routing for all ePAFs AJREN, GREN, ORG, TERME, TERMJ and WSREN by typing the ePAF name in the Approval Category.

NOTE: If you are continuing to set up your routing after doing it for TERME ePAF, click on Roll Back button on the top left hand corner of the page and continue from Step 2.
2. **For FDC ePAF**

**Step 1:** Your VCU eID displays on the top left corner of the form. Click on the Approval Category field. Type in **FDC** and press TAB. Follow the steps indicated in the screen shot below.

**Step 2:** Click Next Block (or Ctrl/PgDn).

**Step 3:** Click on User ID field for level 51, type ‘MCTAYLOR’ and press Tab. The Required Action should be **"Apply"**

**Step 4:**

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3. **For all Affiliate (AFNEW1, AFNEW2, AFREN, AFTERM) and Supervisor Maintenance (SUPUP) ePAFs**

**Step 1:** Your VCU eID displays on the top left corner of the form. Click on the Approval Category field. Type in **AFNEW1** (or any of the Affiliate ePAFS AFNEW2, AFREN, AFTERM) and press TAB. Follow the steps indicated in the screen shot below.

**Step 2:** Click Next Block (or Ctrl/PgDn).

**Step 3:** Click on User ID field for level 88, type ‘HREPAF’ and press Tab. The Required Action should be **"Apply"**

**Step 4:**

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**NOTE:** If you are continuing after setting up routing for TERME ePAF, Click on Roll Back button on the top left hand corner of the page and continue from Step 2.

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**HR Contact Information**

- ePAF Processing: 827-1770
- Leave: 828-1712
- Benefits: 827-1723
- Banner Security: 827-0495
- Payroll: 828-0740

See also the listing of HR Generalist and HR Operations Staff.