

Creating Routing Queue Rules on Banner Form NTRRQUE

The screenshot shows the Banner Form NTRRQUE with the following fields and sections:

- COA:** W
- Position:** [Empty]
- Reports To:** [Empty]
- Organization:** H03070
- Position Type:** [Empty]
- Approval Category:** [Empty]
- Approvers Table:**

Approvers	Approvers Position	Current Incumbent	Approvers Action
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]
<input type="checkbox"/>	[Empty]	[Empty]	[Empty]

FRM-40350: Query caused no records to be retrieved.
Record: 1/1 | ... | List of Valu... | <OSC>

Do the following to create a Timesheet Org Approver.

Step 1: If not already populated, type “W” in the COA field.

Step 2: Type the Timesheet Org in the Organization field.

Step 3: Using your mouse, click on the first text field located under “Approval Category”. Type “WTIME”.

Step 4: Type “10” in the Approver Sequence Field.

Step 5: Enter the Approver Position number. The person being entered as the Approver MUST have security access to the TSO (if they do not, complete an [HRMS Banner Security form](#) requesting “TIME” access to the TSO). Remaining info will self-populate.

Step 6: Save