

Updating Routing Queue Rules NTRRQUE in Banner

The screenshot shows the Banner NTRRQUE form with the following fields and callouts:

- 5**: Points to the COA field, which contains 'W'.
- 1**: Points to the Reports To field.
- 2**: Points to the Organization field, which contains 'H0501C' and 'COE-Student Affairs Programs'.
- 3**: Points to the first text field under the Approval Category section, which contains 'WTIME' and 'Web Time Entry'.
- 4**: Points to the Approvers table, specifically to the 'N97148' entry in the Approvers Position column.

Approver Sequence	Mandatory Approver	Approvers Position	Current Incumbent	Approver Action
10	<input type="checkbox"/>	N97148 Secretary II	** VACANT **	Approve
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Approver Position Number:
Record: 1/1

Do the following to change 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". The field will refresh with "WTIME", and the current approver information will be shown below.

Step 4: Double-click the "Approvers Position" so it is highlighted in blue. Replace the old position number by typing the position number for the new Approver. 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 5: Save your changes.