The Organization Manager (or Proxy) Follows These Steps to
Assign Approvers for Timesheets and Leave Reports

The Organization Manager (Org Mgr) or a designated proxy follows these instructions to assign or remove approvers to Organization/Employee routing levels 1 and 2.

Follow These Steps (see screenshots below):

1. The Org Mgr signs into RaiderLink, the A&F Work Tools tab, to click on TEAMApp ................................................................. 1
2. On the Quick Links Page, click Access Request ......................................................... 2
3. On the Select Application page, click HR Security Access ........................................ 2
4. On the Select User page, enter the approver’s eRaider ID ....................................... 2
5. On the Select HR Security Roles page, select “WTE” or “WLR” Approver ......................... 2
6. On the Select ... Options page, select the Routing Form and 1st or 2nd Approver, then click Next ..................... 3
7. This screen only appears when a Proxy is acting on behalf of an Organization Manager, allowing the Proxy to choose the “Assigner” on whose behalf the Proxy is acting: ................................................. 4
8. On the Grant ... Access webpage: ........................................................................ 4
   1st, Review the Level, Form, Approver, and Routing choices........................................... 4
   2nd, Choose Organizations or Employees to Add or Remove....................................... 5
9. A “Granted” or a “Revoked” with the name of the organization or employee confirms the changes.
   Close the browser window to exit or choose another link in TEAM App............................... 5

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8. On the Grant … Access webpage:
   1st, Review the Level, Form, Approver, and Routing choices
Assign Approvers for Time & Leave.docx

2nd, Choose Organizations or Employees to Add or Remove

To ADD: Highlight one and click “>”, or Click “>>” to move ALL (no highlighting needed) SUBMIT when finished.

To REMOVE: Highlight one and click “>”, or Click “>>” to move ALL (no highlighting needed) SUBMIT when finished.

Remove Assigned Approvers: Click the box and SUBMIT to revoke and receive confirmation, step 8 below, then start again to assign to the new Approver

9. A “Granted” or a “Revoked” with the name of the organization or employee confirms the changes. Close the browser window to exit or choose another link in TEAM App.