The Organization Manager Follows These Steps to

**Assign a Proxy (or Two)**

An Organization Manager (Org Mgr) uses TeamApp to make approval routing changes for WebTime Entry and Web Leave Report (WTE/WLR) employees in their organizations. Approval routing defines who will approve the WTE/WLR forms before being forwarded to Payroll. In TEAM App, the Org Mgr may assign a proxy, or up to 2 proxies to also make approval routing changes. The Org Mgr can view proxy assignments and remove proxies using the Proxy Report.

The Proxy’s only duty is to change approval queues on behalf of the Org Mgr. The Proxy will not have a duty to approve on behalf of the Org Mgr. The proxy can change approver assignments for the Org’s 2 levels and can change approver assignments for the Employee’s 2 levels. To verify their work, the proxy will run ‘Approvers’ reports to view the results of their changes. The re-assignments occur immediately (not an overnight change) and are immediately viewable.

**Follow These Steps (see screenshots below):**

1. The Org Mgr signs into RaiderLink, the A&F Work Tools tab, to click on TEAMApp
2. On the Quick Links Page, click Access Request
3. On the Select Application page, click HR Security Access
4. On the Select User page, enter the proxy’s eRaider ID
6. On the Confirm WTE/WLR Proxy page, verify the proxy name and eRaider ID, then click Next
7. The Confirmation page validates an immediate approval, and concludes the Proxy assignment procedure. Close the browser window to exit or choose another link in TEAM App.

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![Select HR Security Roles](image1)

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![Confirm WTE/WLR Proxy](image2)

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![Confirmation](image3)