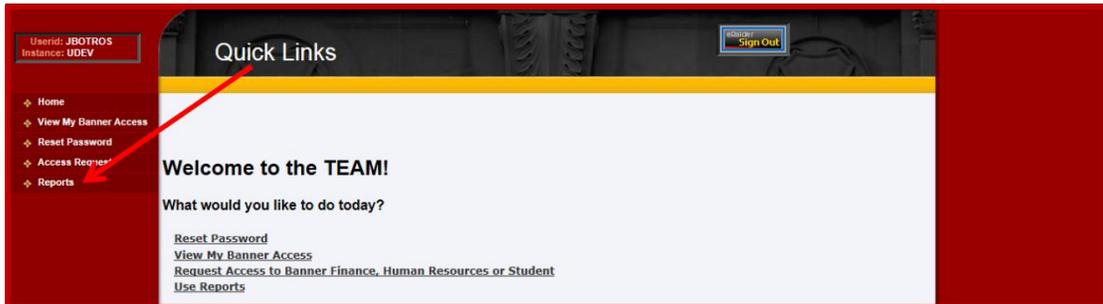


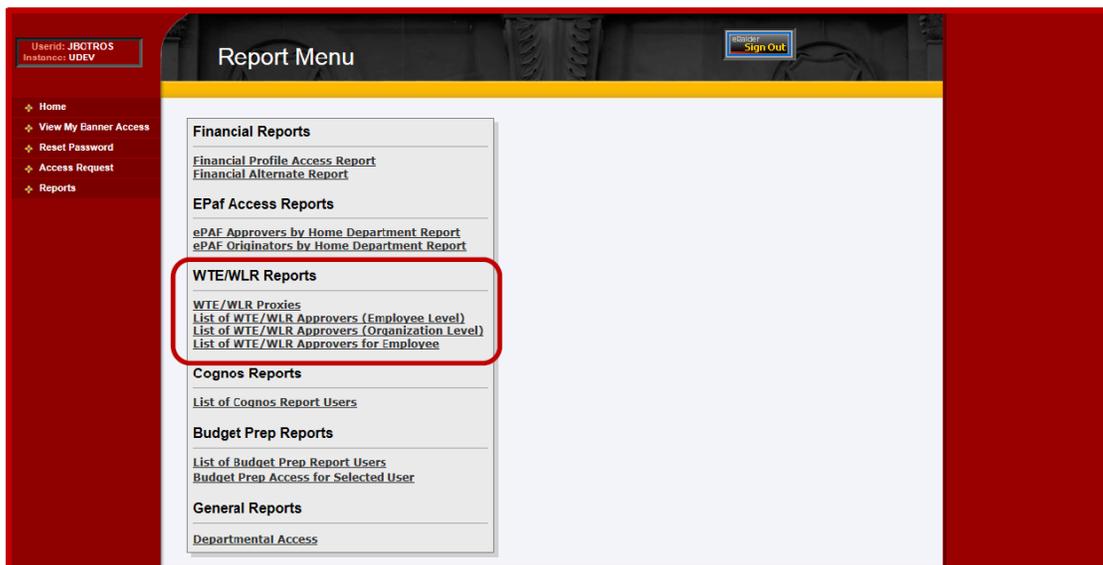
1 TeamApp: How to View Reports of Routing & Approvers for Time & Leave Reports

TEAM App provides reports for viewing Routing and Approval assigned by the Organization Manager (or Proxy). Following are steps to the TEAM App reports, and illustrations of the reports.

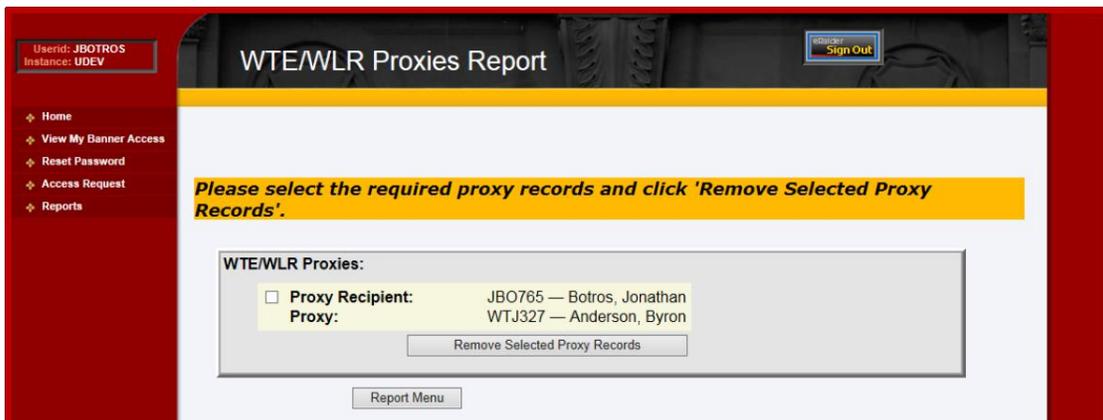
1. Sign into **RaiderLink**, click on the **A&F Work Tools** tab, to click on **TeamApp**.
2. On the Quick Links Page, click **Reports**.



3. On the Report Menu, find **WTE/WLR Reports** and click the desired report.



WTE/WLR Proxies Report:

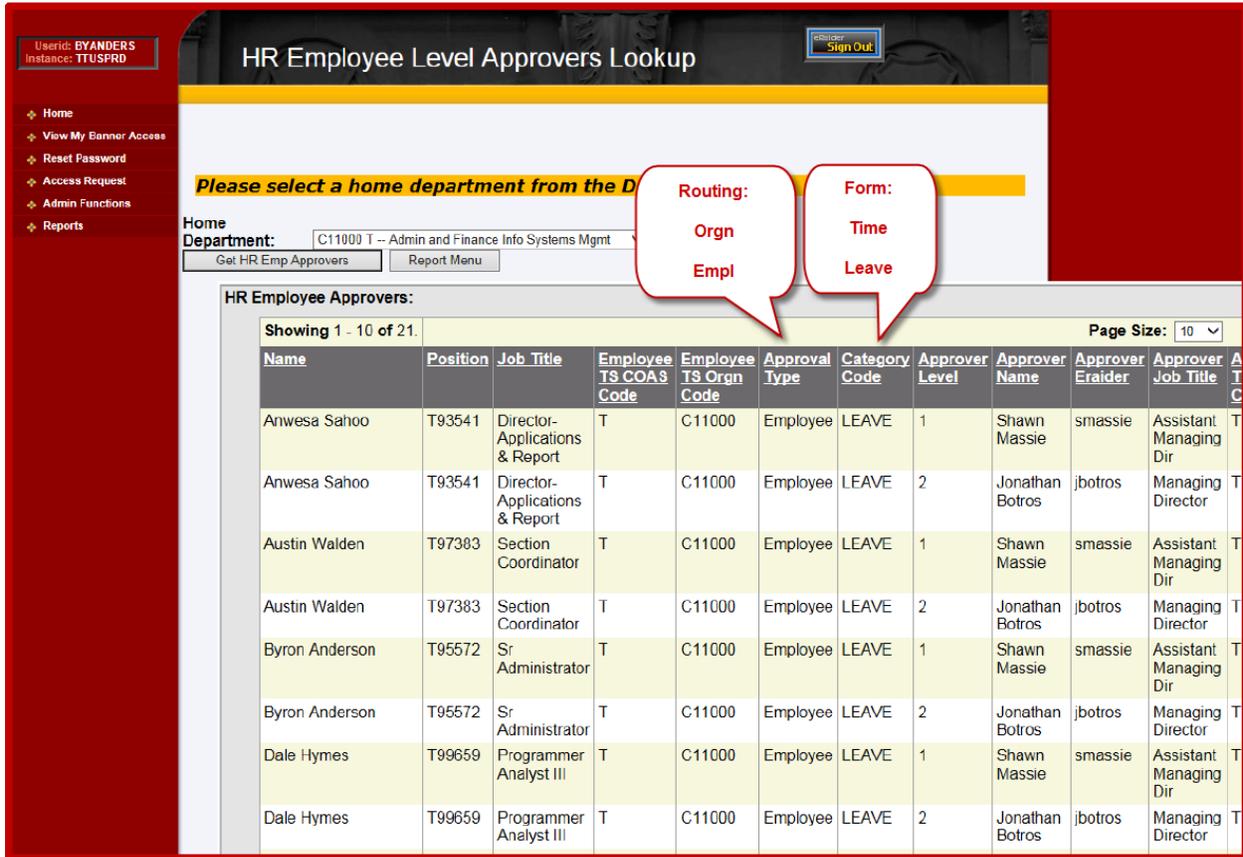


Employee Level Routing: Choose Organization to View Employees:



Employee Level Routing: View List of Employees with Employees' Approvers:

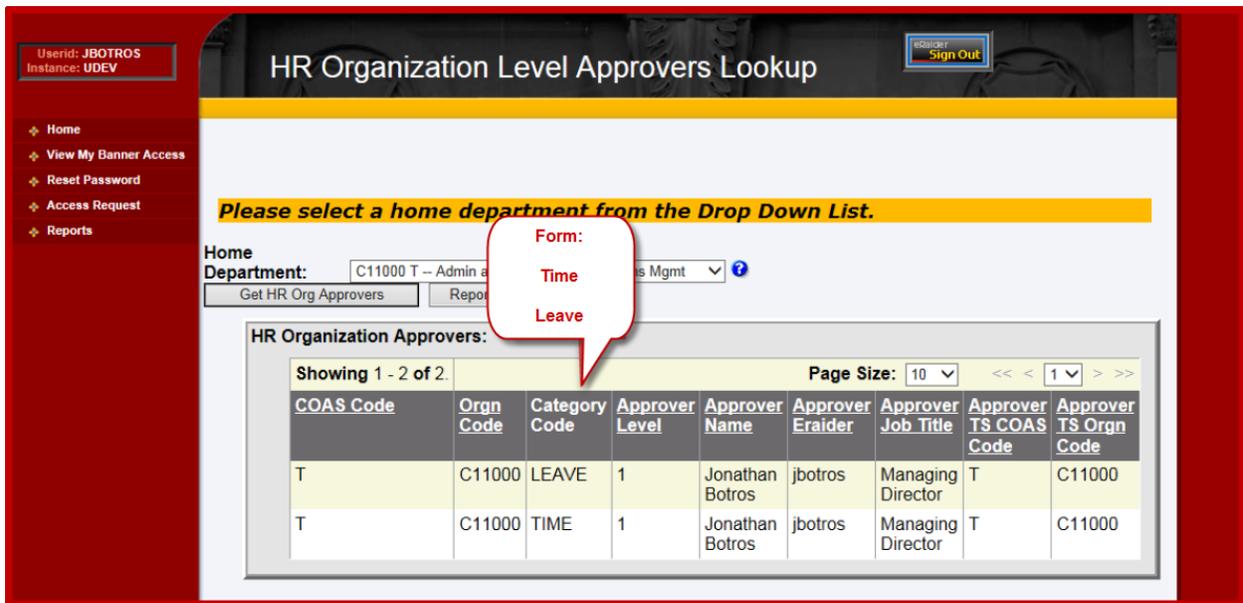
On this report, the Employee Routing is displayed for each employee. However, if an Employee Routing has not been assigned by the Organization Manager (or Proxy), then the Organization Routing will be displayed.



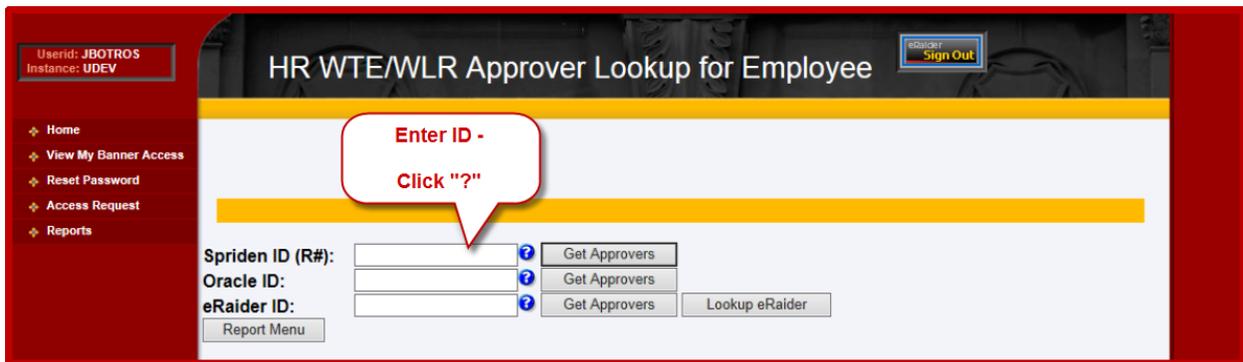
Organization Level Routing: Choose Organization to View



Organization Level Routing: View Organization with Organization Level Approvers



Approvers of Employee – Enter only one: Employee’s R#, or Oracle ID, or eRaider ID.



Approvers of Employee: View List of Approvers for Desired Employee

On this report, the Employee Routing is displayed for each employee. However, if an Employee Routing has not been assigned by the Organization Manager (or Proxy), then the Organization Routing will be displayed.

HR WTE/WLR Approver Lookup for Employee

Userid: BYANDERS Instance: UDEV Sign Out

Home
 View My Banner Access
 Reset Password
 Access Request
 Admin Functions
 Reports

Spriden ID (R#): R00902742
 Oracle ID: WTJ327
 eRaider ID: byanders

HR WTE/WLR Approvers:

Showing 1 - 2 of 2. Page Size: 10

Name	Position	Job Title	Employee TS COAS Code	Employee TS Orgn Code	Approval Type	Category Code	Approver Level	Approver Name	Approver Eralder	Approver Job Title	App TS Co
Byron Anderson	T95572	Sr Administrator	T	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant Managing Dir	T
Byron Anderson	T95572	Sr Administrator	T	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing Director	T

Routing:
 Orgn
 Empl

Form:
 Time
 Leave