

To access TeamApp through Raiderlink, click on the **A&F Work Tools Tab**, in the AFISM Channel under Other Links, there is a direct link to **TeamApp** or you access it through the URL: <https://banapps.texastech.edu/team/QuickLinks.aspx> .

- Click on **Reports** in the left sidebar menu
- This will take you to the **Available Reports** list:
  - o **Financial Profile Access Report** – provides a Signature Authority list (Financial Manager & Approver) by Organization and/or eRaider. This report also provides a list of TechBuy roles (Requestor & Shopper).
  - o **ePAF Approvers by Home Department** – provides a list of authorized ePAF Approver by Organization.
  - o **ePAF Originators by Home Department** – provides an authorize list of ePAF Originators by Organization.
  - o **List of WTE/WLR Approvers (Employee Level)** – provides a list of Approvers for WTE and WTR employees by Organization Code.
  - o **List of WTE/WLR Approvers (Organization Level)** – provides a list of Approvers for WTE and WLR by Organization Code.
  - o **List of WTE/WLR Approvers for Employee** – provides a list of Approvers for WTE or WLR by employee (*this is also a great way to look up employee R#'s*).
  - o **List of Cognos Report Users** – provides a list of employees authorized to view Cognos HR Reports by Organization.

**Financial Profile Access Report**

Search Criteria:

- Enter the eRaider for information associated with a specific user
  - o *If you do not know the eRaider you can search by legal first and last name.*
- Enter the Organization to look up a specific Organization
- Click **Search**

*\*\*Search results will provide all information associated with the eRaider or Organization.*

**ePAF Access Reports**

**ePAF Approvers by Home Department:**

- Click on **ePAF Approvers by Home Department**
- Select the **Organization** from the **Home Department** drop down menu
- Click **Get EPaf Approvers**

**Please select a home department from the Drop Down List.**

Home Department: C11000 T -- Admin and Finance Info Systems Mgmt [?]

Get EPaf Approvers Report Menu

**Approvers by Home Department:**

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Name	Eraider ID	Oracle ID	Title	COAS	ORGN	Level
Byron Anderson	byanders	WTJ327	Sr Administrator	T	C11000	DPTTTU
Mary Wall	marwall	BCL201	Assistant Director	T	C11000	DPTTTU
Shahnewaz Ahmad	maxahmad	EJG791	Asst Vice President	T	C11000	DEATTU

**ePAF Originators by Home Department:**

- Click on **ePAF Originators by Home Department**
- Select the **Organization** from the **Home Department** drop down menu
- Click **Get EPaf Originators**

**Please select a home department from the Drop Down List.**

Home Department: C11000 T -- Admin and Finance Info Systems Mgmt 

Get EPaf Originators Report Menu

**Originators by Home Department:**

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Name	Eraider ID	Oracle ID	Title	COAS	ORGN
Byron Anderson	byanders	WTJ327	Sr Administrator	T	C11000
Jill Lindsey	jilindse	PLQ946	Section Coordinator	T	C11000
Karen Ervin	kervin	RLF769	Admin Assistant	T	C11000
Mary Wall	marwall	BCL201	Assistant Director	T	C11000
Shahnewaz Ahmad	maxahmad	EJG791	Asst Vice President	T	C11000

**WTE/WLR Reports**

**List of WTE/WLR Approvers (Employee Level)**

- Click on **List of WTE/WLR Approvers (Employee Level)**
- Select the **Organization** from the **Home Department** drop down menu
- Click on **Get HR Emp Approvers**

**Please select a home department from the Drop Down List.**

Home Department: C11000 T -- Admin and Finance Info Systems Mgmt 

Get HR Emp Approvers Report Menu

**HR Employee Approvers:**

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Name	Position	Job Title	Employee TS COAS Code	Employee TS Orgn Code	Approval Type	Category Code	Approver Level	Approver Name	Approver Eraider	Approver Job Title	Approver TS COAS Code	Approver TS Orgn Code
Abinaya Sunanarayanan	T96789	Graduate Assistant	T	C11000	Organization	TIME	1	Shahnewaz Ahmad	maxahmad	Asst Vice President	T	C11000
Anwesa Sahoo	T93541	Programmer/Analyst III	T	C11000	Organization	LEAVE	1	Shahnewaz Ahmad	maxahmad	Asst Vice President	T	C11000
Ashish Bedagkar	T96789	Graduate Assistant	T	C11000	Organization	TIME	1	Shahnewaz Ahmad	maxahmad	Asst Vice President	T	C11000

**List of WTE/WLR Approvers (Organization Level)**

- Click on **List of WTE/WLR Approvers (Organization Level)**
- Select the **Organization** from the **Home Department** drop down menu
- Click on **Get HR Org Approvers**

**Please select a home department from the Drop Down List.**

Home  
 Department:  ?

HR Organization Approvers:

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COAS Code	Orgn Code	Category	Approver Level	Approver Name	Approver Eraider	Approver Job Title	Approver TS COAS Code	Approver TS Orgn Code
T	C11000	LEAVE	1	Shahnewaz Ahmad	maxahmad	Asst Vice President	T	C11000
T	C11000	TIME	1	Shahnewaz Ahmad	maxahmad	Asst Vice President	T	C11000

**List of WTE/WLR Approvers for Employees**

- Enter the **R# (Spriden ID), Oracle ID or eRaider**
  - o *If you don't know the eRaider, you can click on **Lookup eRaider** and search by legal first and last name.*
- Click **Get Approvers**

Spriden ID (R#):  ?

Oracle ID:  ?

eRaider ID:  ?

HR WTE/WLR Approvers:

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Name	Position	Job Title	Employee TS COAS Code	Employee TS Orgn Code	Approval Type	Category Code	Approver Level	Approver Name	Approver Eraider	Approver Job Title	Approver TS COAS Code	Approver TS Orgn Code
Karen Ervin	T99350	Admin Assistant	T	C11000	Organization	TIME	1	Shahnewaz Ahmad	maxahmad	Asst Vice President	T	C11000

**Cognos Reports**

**List of Cognos Users Report**

- Click on **List of Cognos Report Users**

- Select the **Organization** from the **Home Department** drop down menu
- Click on **Get Cognos Report Users**

**Please select a home department from the Drop Down List.**

Home  
 Department: C11000 T -- Admin and Finance Info Systems Mgmt  

**Cognos Report Users:**

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Name	Job Title	Eraider ID	Oracle ID	Tech ID	COAS Code	ORGN Code
Karen Ervin	Admin Assistant	kervin	RLF769	R00520338	T	C11
Karen Ervin	Admin Assistant	kervin	RLF769	R00520338	T	C11000
Mary Wall	Assistant Director	marwall	BCL201	R00533868	T	C1100
Mary Wall	Assistant Director	marwall	BCL201	R00533868	T	C11000

