TEAM Application

Requesting Access to TechBuy, Finance Signature Authority and HR Reports, ePAF and WTE

The Financial Manager for each organization wishing you to have access must register you via the TEAM Application (TeamApp). The Financial Manager may register you for TechBuy, finance signature authority and HR access via the TeamApp link on the Raiderlink A&F Work Tools Tab in the AFISM channel. The financial manager level is available in the Cognos Finance report FI028 (sample below).

Finance Access: Signature Authority and TechBuy Authorization

A Financial Manager is a TTU or TTUS employee who is currently a Level 7 Organization Financial Manager. A Financial Manager has unlimited account approval authority (up to the budgeted amount for that FOP). Financial Managers will be responsible for assigning Approvers and Requestors (roles) for use of specific FOPs in TechBuy and other financial systems (Direct Pay, P-Card, etc. for Approver role only), and removing their permission should there be a personnel change. Financial Managers may also register Shopper roles or delegate that responsibility to an Approver or Requestor.

Financial Managers will also be responsible for complying with University budgets and spending funds for the purpose intended.

Only one Financial Manager is allowed per FOP. To request a change to the current Organization or Fund Financial Manager, please access the Financial Manager Form on the FAR website: http://www.depts.ttu.edu/far/forms/

Instructions for Signature Authority Authorization for Approvers, Requestors and Shoppers:

- The Level 7 Organization Financial Manager logs on to http://team.texastech.edu with eRaider ID and Password (not required if accessing through Raiderlink)
- Choose Access Request from the list provided on the left side of the page
- Choose the Financial Profile link
- Enter the eRaider User ID for the user you are requesting permission for. Note: if you do not know the eRaider ID, you may click the Search for eRaider ID radio button
From the Financial Role screen, select a role based on the level of approval you are granting the user:

- **Approver** – A TTU or TTUS employee who has been given signature authority for specific Organizations and their related FOPs by the Financial Manager.
  
  - This role has unlimited FOP approval authority (up to the budgeted amount for that FOP).
  - Approvers will be responsible for complying with University budgets and spending funds for the purpose intended.
  - An Approver will have the authority to register Shoppers for the TechBuy system.
  - Financial Managers may assign up to three Approvers per Organization.

- **Requestor** – A TTU or TTUS employee who has been given permission in TechBuy to shop and approve Purchase Requisitions for specific Organizations and their related FOPs by the Financial Manager. **This Role applies to TechBuy Only.**
  
  - This role has FOP approval authority up to $5,000.
  - Any transaction greater than $5,000 coming from an individual with this role will go to a higher authority (Approver or Financial Manager) for approval.
  - Financial Managers may assign up to three Requestors per Organization.
  - Requestors will be responsible for complying with University budgets and spending funds for the purpose intended.
  - A TechBuy training class is required for Requestors prior to obtaining access to the TechBuy system.

- **Shopper** – no spending authority; all requisitions will route for approval **This Role applies to TechBuy Only.**
  
  - A TechBuy training class is required for Shoppers prior to obtaining access to the TechBuy system.

- **None** – allows the Financial Manager to delete all authorities from a user
  
  - From the **ORGN Selection** screen, using the arrow keys, move the Available ORGns to the Selected ORGns. You may also use this application to remove authorizations.

**NOTE:** Organization selected allows authorization to all FOPs related to the selected Organization.
A Default Ship To Location is also required. There is a drop down menu with all of the available locations. Note: TTU/TTUS Ship To codes will begin with a “T” and are set up by buildings, not departments.

Click on Submit.

NOTE: If Ship To Location modifications are made to an existing user, the default Ship To will change in TechBuy

Financial Profile Reports

- Log on to http://team.texastech.edu
- Enter your eRaider ID and Password (Note: not required if accessed through Raiderlink)
- Choose Reports from the list provided on the left side of the page
- Click on Financial Profile Access Report
- Search Criteria
  - Enter the eRaider User ID for information associated with that user. Note: if you do not know the eRaider ID, you may click the Search for eRaider ID radio button, OR
  - Enter a Organization to look up specific Organization
- Click on Search

- Search results will provide all information associated with either the eRaider ID or Organization
  - Chart-Organization
  - Financial Manager
  - Approver
  - Requestor
  - Shopper
HR Security Request

Video tutorials for HR Security Request are available at: http://www.depts.ttu.edu/afism/trainingv2/trainingVideos.asp?tabid=contentTab2

Instructions for Authorization for EPAF, Web Time/Leave Entry and Cognos HR Reports:

- Level 5 or Level 7 Organization Financial Manager logs on to http://team.texastech.edu with eRaider ID and Password (not required if accessing through Raiderlink)
- Choose Access Request from the list provided on the left side of the page
- Select Application: click the HR Security Request link
- Enter the eRaider User ID for the user you are requesting permission for. Note: if you do not know the eRaider ID, you may click the Search for eRaider ID radio button
- From the HR Security Role screen, select a role based on the level of approval you are granting the user and click Next. (NOTE: ePAF Originator role is assigned upon completion of the “All About HR and ePAF” class. Instructions for each role are shown below.

- **EPAF Approver** - click Next to add individual as an EPAF Approver.
  - Enter the name of the previous approver being replaced by this person, OR
  - Enter ‘None’ to add an Approver
  - Click Next
  - You will receive Confirmation that “Your Request has been Submitted. From this point you may click on the radio button to “Submit Another Request” Repeat the process to add additional EPAF Approvers.

- **Web Time Entry (WTE) Approver or Web Leave Report (WLR) Approver** – authorizes individual to approve web time entry submissions for hourly employees (WTE Approver) or monthly employees (WLR Approver). Select Approval Form and Level and click Next.
  - Select Approval Form
    - Organization Level (access to FOPs related to that Organization) OR Employee Level (specify employee)
  - Select Approval Level - WTE or WLR will be submitted to the Level 1 Approver first. Once approval is applied by Level 1 Approver, WTE or WLR will be submitted to the Level 2 Approver.
  - **Organization Level Selection**
    - From the ORGN Selection screen (see next page), click on selected Organization Code(s). Use the arrow keys to move the Select Orgn Code to the Orgns Selected column. You may also use this application to remove authorization to specific Organizations.
    - Use the double arrows [ ] to move all Organizations listed.
• Employee Level Selection Selection
  o From the Employee Selection screen, click on selected Employee(s). Use the arrow keys to move the Select Employees to the Employees Selected column. You may also use this application to remove authorization for specific Employees.
  o Use the double arrows to move all Organizations listed.
  o Click on Submit
  o You will receive Confirmation showing a Summary of your request. From this point you may click on the radio button to “Submit Another Request” Repeat the process to add additional WTE or WRL Approvers.

• HR Reporting (Cognos) – authorizes individual to review HR Reports in Cognos (Payroll Regisers, Salary Rosters, Leave Balances, etc.) for Organizations and their related FOPs.

  o From the ORGN Selection screen, click on selected Organization Code(s). Use the arrow keys to move the Select Orgn Code to the Orgns Selected column. You may also use this application to remove authorization to specific Organizations.

  o Use the double arrows to move all Organizations listed.
  o Click on Submit
  o You will receive Confirmation showing a Summary of your request. From this point you may click on the radio button to “Submit Another Request” Repeat the process to provide additional access to HR Reporting.