Log on to http://team.texastech.edu OR access through Raiderlink A&F Work Tools tab under AFISM http://raiderlink.ttu.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

Available Reports:

- **Financial Profile Access Report** provides Signature Authority (Financial Manager and Approver) by Organization and/or eRaider ID. Also provides TechBuy roles (Requestor and Shopper).

- **ePAF Approvers By Home Department** provides list of authorized ePAF Approvers by Organization.

- **ePAF Originators by Home Department** provides authorized list of ePAF originators by Organization.

- **List of WTE/WLR Approvers (Employee Level)** provides a list of Approvers for WTE and WLR Employees by Organization Code

- **List of WTE/WLR Approvers (Organization Level)** provides a list of Approvers for WTE and WLR by Organization Code

- **List of WTE/WLR Approvers for Employee** provides a list of Approvers for WTE or WLR by Employee (Note – also a way to look up employee Tech IDs/R#s).

- **List of Cognos Report Users** provides a list of employees authorized to view Cognos HR reports by Organization.
**Financial Profile Report**

**Financial Profile Access Report** provides Signature Authority (Financial Manager and Approver) by Organization and/or eRaider ID. Also provides TechBuy roles (Requestor and Shopper).

- Log on to [http://team.texasTech.edu](http://team.texasTech.edu) OR access through Raiderlink A&F Work Tools tab under AFISM [http://raiderlink.ttu.edu](http://raiderlink.ttu.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 an 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
**ePAF Access Reports**

**ePAF Approvers By Home Department** provides list of authorized ePAF Approvers by Organization.

- Log on to [http://team.texastech.edu](http://team.texastech.edu) OR access through Raiderlink A&F Work Tools tab under AFISM [http://raiderlink.ttu.edu](http://raiderlink.ttu.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 **ePAF Approvers by Home Department**
- Select **Organization** from Home Department drop down menu
  - Click on **Get ePAF Approvers**

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

![Image](image.png)

**ePAF Originators by Home Department** provides authorized list of ePAF Originators by Organization.

- Log on to [http://team.texastech.edu](http://team.texastech.edu) OR access through Raiderlink A&F Work Tools tab under AFISM [http://raiderlink.ttu.edu](http://raiderlink.ttu.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 **ePAF Originators by Home Department**
• Select **Organization** from Home Department drop down menu
  o Click on **Get ePAF Originators**

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![Image of a web page showing a dropdown menu for selecting a home department, followed by a table listing ePAF Originators. The table includes columns for Name, Erkdor ID, Oracle ID, Title, COAS, and ORGN.](image-url)
WTE/WLR Reports

List of WTE/WLR Approvers (Employee Level) provides a list of Approvers for WTE and WLR Employees by Organization Code

- Log on to http://team.texastech.edu OR access through Raiderlink A&F Work Tools tab under AFISM http://raiderlink.ttu.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 List of WTE/WLR Approvers (Employee Level)

- Select Organization from Home Department drop down menu
  - Click on Get HR Emp Approvers

List of WTE/WLR Approvers (Organization Level) provides a list of Approvers for WTE and WLR by Organization Code

- Log on to http://team.texastech.edu OR access through Raiderlink A&F Work Tools tab under AFISM http://raiderlink.ttu.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 List of WTE/WLR Approvers (Organization Level)

- Select Organization from Home Department drop down menu
  - Click on Get HR Org Approvers
List of WTE/WLR Approvers for Employee provides a list of Approvers for WTE or WLR by Employee (Note – also a way to look up employee Tech IDs/R#s).

- Log on to http://team.texastech.edu OR access through Raiderlink A&F Work Tools tab under AFISM http://raiderlink.ttu.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 List of WTE/WLR Approvers for Employee
- Enter R#, Oracle ID or eRaider ID (Note: if you do not know the eRaider ID, you may click the Search for eRaider ID radio button)
  - Click on Get Approvers
**Cognos Reports**

**List of Cognos Report Users** provides a list of employees authorized to view Cognos HR reports by Organization.

- Log on to [http://team.texastech.edu](http://team.texastech.edu) OR access through Raiderlink A&F Work Tools tab under AFISM [http://raiderlink.ttu.edu](http://raiderlink.ttu.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 **List of Cognos report Users**
- Select **Organization** from Home Department drop down menu
  - Click on **Get Cognos Report Users**

---

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

**Cognos Report Users:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Eraider ID</th>
<th>Oracle ID</th>
<th>Tech ID</th>
<th>COAS Code</th>
<th>ORGN Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Enin</td>
<td>Admin Assistant</td>
<td>kerwins</td>
<td>RLF769</td>
<td>R00520338</td>
<td>T</td>
<td>C11</td>
</tr>
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<td>T</td>
<td>C11000</td>
</tr>
<tr>
<td>Mary Wall</td>
<td>Assistant Director</td>
<td>marwall</td>
<td>BCL201</td>
<td>R00533868</td>
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