The Organization Manager Views and Removes Proxies

An Organization Manager (Org Mgr) uses TeamApp to make approval routing changes for Web Time Entry and Web Leave Report (WTE/WLR) employees in their organizations. Approval routing defines who will approve the WTE/WLR submissions before being forwarded to Payroll. In TeamApp, 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, or the Screen Shots below

1.The Org Mgr signs into RaiderLink > A&F Work Tools > TeamApp	1
2.On the Quick Links Page, click Reports on the Left	1
3.On the Report Menu, click WTE / WLR Proxies.	2
4.On the WTE / WLR Proxies Report page, view the assigned Proxies	2
A "None" notification appears if no proxies have been assigned	.2
5.To Remove a Proxy, check the desired box and click the Remove button	.3
A "deleted' message validates an immediate removal	.3
Close the browser window to exit or choose another link in TeamApp	.3

1. The Org Mgr signs into RaiderLink > A&F Work Tools > TeamApp.

2. On the Quick Links Page, click Reports on the Left.





3. On the Report Menu, click WTE / WLR Proxies.

Userid: BYANDERS Instance: UDEV	Report Menu
♦ Home	
View My Banner Access	Financial Reports
Reset Password	Financial Profile Across Report
Access Request	Financial Alternate Report
Admini Functions A Reports	EPaf Access Reports
	ePAF Approvers by Home Department Report ePAF Originato 5 by Home Department Report ePAF New App Overs Report WTE/WLR Upports
	WTE/WLR Proxies List of WTE/WLR Approvers (Employee Level) List of WTE/WLR Approvers (Organization Level) List of WTE/WLR Approvers for Employee
	Cognos Reports

4. On the WTE / WLR Proxies Report page, view the assigned Proxies.

Userid: JBOTROS Instance: UDEV	WTE/WLR Proxies Report	
Home View My Banner Access Reset Password Access Request Reports	Please select the required proxy records and click 'Remove Selected Proxy Records'.	
	Proxy Recipient: JBO765 — Botros, Jonathan Proxy: WTJ327 — Anderson, Byron Remove Selected Proxy Records Report Menu	

A "None" notification appears if no proxies have been assigned.

Userid: JBOTROS Instance: UDEV	WTE/WLR Proxies Report	
Home		
View My Banner Access		
Reset Password		
Access Request	Please select the required proxy records and click 'Remove Selected Proxy	
Reports	Records'.	
	WTE/WLR Proxies: None	
	Report Menu	



5. To Remove a Proxy, check the desired box and click the Remove button.

Userid: JBOTROS Instance: UDEV	WTE/WLR Proxies Report	
Home View My Banner Access Reset Password Access Request Reports	Please select the required proxy records and click 'Remove Selected Proxy Records'.	
	WTE/WIR Proxies: Proxy Recipient: JBO765 — Botros, Jonathan Proxy: WTJ327 — Anderson, Byron Remove Selected Proxy Records Report Menu	

A "deleted' message validates an immediate removal.

Close the browser window to exit or choose another link in TeamApp.

Userid: JBOTROS Instance: UDEV	WTE/WLR Proxies Report	
🔶 Home		
View My Banner Access		
Reset Password	N N	
Access Request	1 proxy record was successfully deleted.	
Reports	WTE/WLR Proxies: None	
	Report Menu	

