

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.

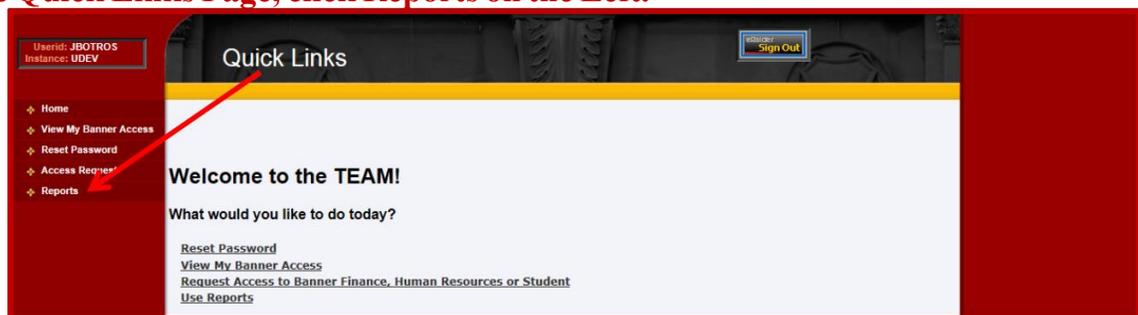
The Proxy's only duty is to change approval queues on behalf of the Org Mgr. The Proxy will not have a duty to approve on behalf of the Org Mgr. The proxy can change approver assignments for the Org's 2 levels and can change Approver assignments for the Employee's 2 levels. To verify their work, the 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

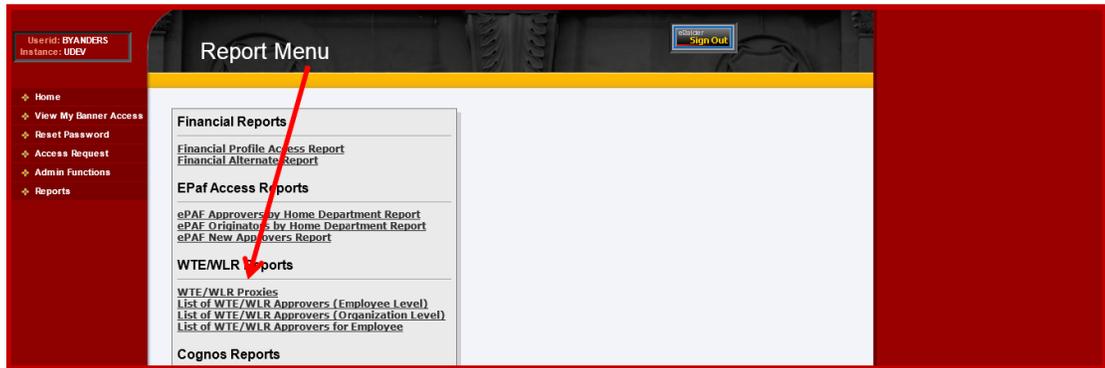
- 1.The Org Mgr signs into RaiderLink > A&F Work Tools > TeamApp..... 1
- 2.On the Quick Links Page, click Reports on the Left..... 1
- 3.On the Report Menu, click WTE / WLR Proxies. .... 2
- 4.On the WTE / WLR Proxies Report page, view the assigned Proxies..... 2
  - A "None" notification appears if 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

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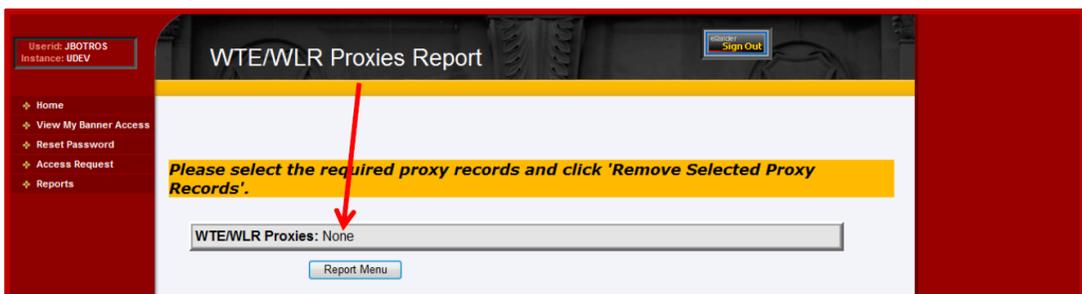
3. On the Report Menu, click WTE / WLR Proxies.



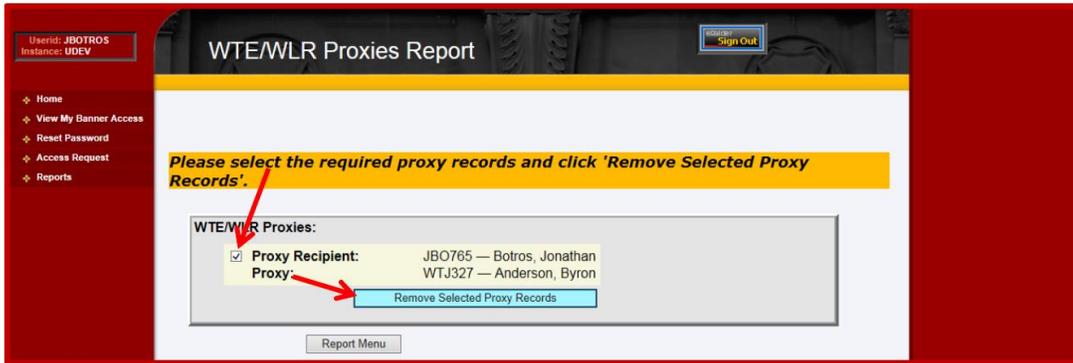
4. On the WTE / WLR Proxies Report page, view the assigned Proxies.



A “None” notification appears if no proxies have been assigned.



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