

Anyone May View Reports of Routing and Approvers

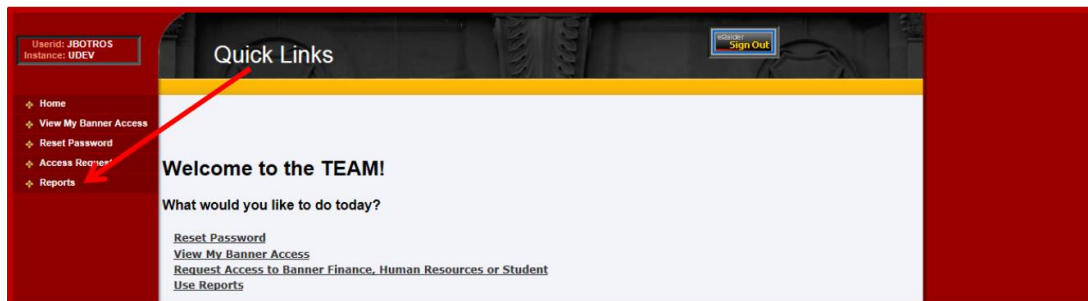
TEAM App provides reports for viewing Routing and Approval assigned by the Organization Manager (or Proxy). Following are steps to the TEAM App reports, and illustrations of the reports.

Steps to Follow, or see Screen Shots below:

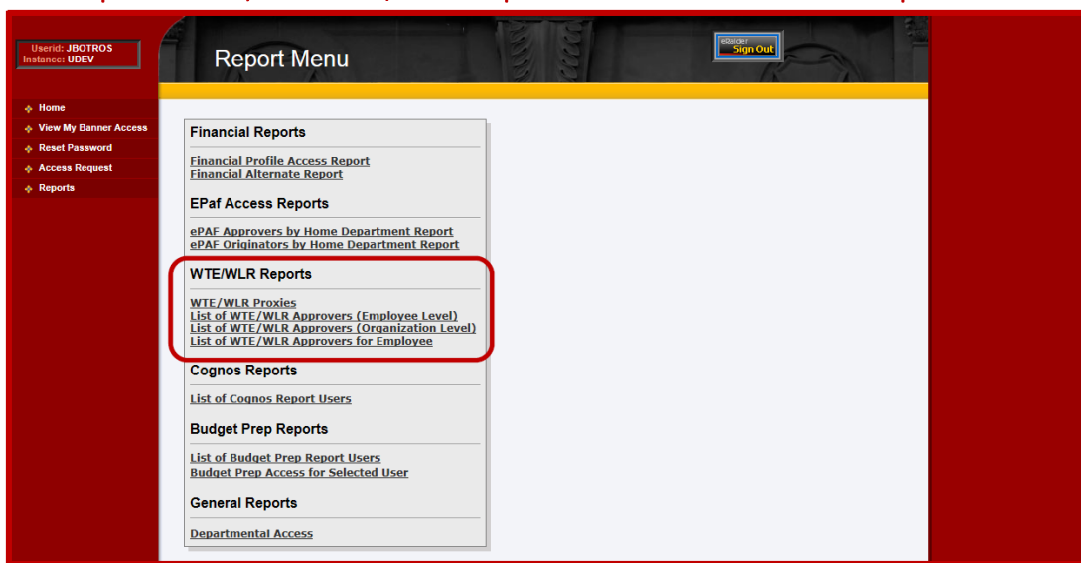
1. Sign into RaiderLink > A&F Work Tools tab > TeamApp. 1
2. On the Quick Links Page, click Reports. 1
3. On the Report Menu, find WTE/WLR Reports and click the desired report..... 2
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 - B.1 Employee Level Routing: Choose Organization to View Employees: 2
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 - D.1 Approvers of Employee – Enter only one: Employee's R#, or Oracle ID, or eRaider ID..... 4
 - D.2 Approvers of Employee: View List of Approvers for Desired Employee 5

1. Sign into RaiderLink > A&F Work Tools tab > TeamApp.

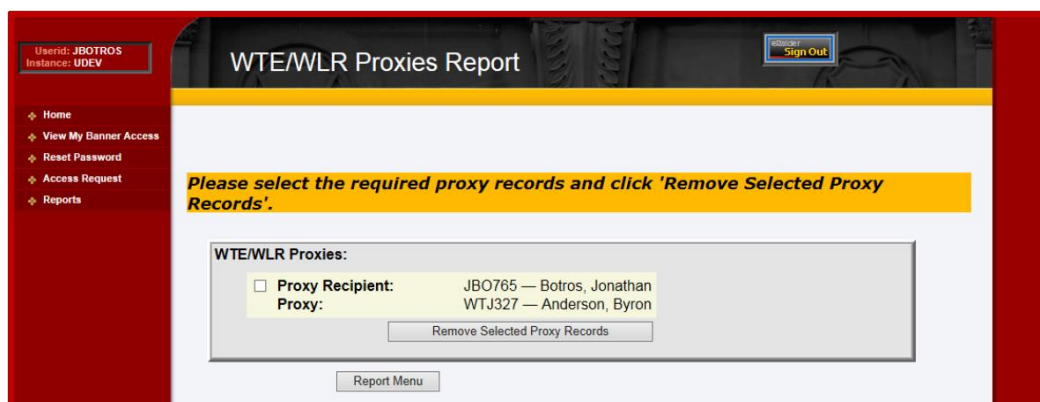
2. On the Quick Links Page, click Reports.



3. On the Report Menu, find WTE/WLR Reports and click the desired report.



A. WTE/WLR Proxies Report:



B.1 Employee Level Routing: Choose Organization to View Employees:



Anyone May View Reports of Routing and Approvers

B.2 Employee Level Routing: View List of Employees with Employees' Approvers:

On this report, the Employee Routing is displayed for each employee. However, if an Employee Routing has not been assigned by the Organization Manager (or Proxy), then the Organization Routing will be displayed.

HR Employee Level Approvers Lookup

Please select a home department from the D

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 COA3 Code	Employee TS Orgn Code	Approval Type	Category Code	Approver Level	Approver Name	Approver Eralder	Approver Job Title	Approver A T C
Anwesa Sahoo	T93541	Director-Applications & Report	T	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant Managing Dir	T
Anwesa Sahoo	T93541	Director-Applications & Report	T	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing Director	T
Austin Walden	T97383	Section Coordinator	T	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant Managing Dir	T
Austin Walden	T97383	Section Coordinator	T	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing Director	T
Byron Anderson	T95572	Sr Administrator	T	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant Managing Dir	T
Byron Anderson	T95572	Sr Administrator	T	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing Director	T
Dale Hymes	T99659	Programmer Analyst III	T	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant Managing Dir	T
Dale Hymes	T99659	Programmer Analyst III	T	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing Director	T

C.1 Organization Level Routing: Choose Organization to View

HR Organization Level Approvers Lookup

Please select a home department from the Drop Down List.

Home Department: All

Get HR Org Approvers Report Menu

C.2 Organization Level Routing: View Level Approvers for the Organization

Userid: JBOTROS
 Instance: UDEV

[Home](#)
[View My Banner Access](#)
[Reset Password](#)
[Access Request](#)
[Reports](#)

HR Organization Level Approvers Lookup

[Sign Out](#)

Please select a home department from the Drop Down List.

Home Department: C11000 T – Admin a [?] s Mgmt [?]

[Get HR Org Approvers](#) [Report](#)

HR Organization Approvers:

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COAS Code	Orgn Code	Category Code	Approver Level	Approver Name	Approver Eraider	Approver Job Title	Approver TS COAS Code	Approver TS Orgn Code
T	C11000	LEAVE	1	Jonathan Botros	jbotros	Managing Director	T	C11000
T	C11000	TIME	1	Jonathan Botros	jbotros	Managing Director	T	C11000

Form:
 Time
 Leave

D.1 Approvers of Employee – Enter only one: Employee's R#, or Oracle ID, or eRaider ID.

Userid: JBOTROS
 Instance: UDEV

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HR WTE/WLR Approver Lookup for Employee

[Sign Out](#)

Enter ID -
 Click "?"

Spriden ID (R#): [?] [Get Approvers](#)
 Oracle ID: [?] [Get Approvers](#)
 eRaider ID: [?] [Get Approvers](#) [Lookup eRaider](#)

[Report Menu](#)

D.2 Approvers of Employee: View List of Approvers for Desired Employee

On this report, the Employee Routing is displayed for each employee. However, if an Employee Routing has not been assigned by the Organization Manager (or Proxy), then the Organization Routing will be displayed.

HR WTE/WLR Approver Lookup for Employee

User: BYANDERS
Instance: UDEV

Sign Out

Home
View My Banner Access
Reset Password
Access Request
Admin Functions
Reports

Spriden ID (R#): R00902742 Get Approvers
Oracle ID: WTJJ327 Get Approvers
eRaider ID: byanders Get Approvers

Report Menu

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Empl

Form:
Time
Leave

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 Eralder	Approver Job Title	Approver TS Co
Byron Anderson	T95572	Sr Administrator	T	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant Managing Dir	T
Byron Anderson	T95572	Sr Administrator	T	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing Director	T