## **Assigning Payroll Proxies**

An Organization Manager (Org Mgr) determines/changes approval routing for Timesheets and Leave Reports for their employees.

- In TeamApp, the Org Mgr may assign up to 2 proxies to make these approvals and routing changes on behalf of the Org Mgr.
- Approval routing defines who will approve the Time and Leave forms before being forwarded to Payroll.
- The Org Mgr can view proxy assignments and remove proxies using the Proxy Report as needed.

The only duty of a Proxy is to change approval queues on behalf of the Org Mgr.

- The Proxy cannot approve timesheets or Leave Reports 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.
- The re-assignments occur immediately (not an overnight change) and are immediately viewable.
- To verify changes, the proxy can run 'Approvers' reports to view the results.
- 1. The Org Mgr signs into RaiderLink > A&F Work Tools tab > DMFR channel > TeamApp.
- 2. On the Quick Links Page, click Access Request.



3. On the Select Application page, click HR Security Access.

Userid: BYANDERS Instance: UDEV	Select Application	
Home		
View My Banner Access		
Reset Password		
Access Request	Select Application	
Admin Functions	Financial Security Request	
	HR Security Request Student Security Request	
	Note: If you do not see an option for the system to which you are requesting access, please email eas.is@ttu.edu for further assistance.	

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4. On the Select User page, enter the proxy's eRaider ID.

Userid: JBOTROS Instance: UDEV	Select User	
♦ Home		
View My Banner Access	Select Application Select User Select Role Confirmation	
Reset Password	✓ Complete ✓ 10/ InProcess → Incomplete Incomplete	
Access Request		
Reports	eRaiderID: byanders Search for eRaiderID	
	Please enter the eRaiderID or search for the eRaiderID of the person you are registering.	

5. On the Select HR Security Roles page, select Web Time Entry / Web Leave Report Proxy

Userid: JBOTROS Instance: UDEV	Select HR Security Roles	
<ul> <li>Home</li> <li>View My Banner Access</li> <li>Reset Password</li> <li>Access Request</li> </ul>	Select Application ↓ Complete → Select Role → Confirmation Incomplete	
♦ Reports	HR Security Rote Electronic Dersonnel Action Form (EPAF) Approver Web Time Entry (WTE) Approver Web Jeave Report (WLR) Approver Web Time Entry / Web Leave Report Proxy HR Reporting (Cognos)	
	Note: Select the desired role for the person you are registering.	

6. On the Confirm WTE/WLR Proxy page, verify the name and eRaider, then click Next.

Userid: JBOTROS Instance: UDEV	Confirm WTE/WLR Proxy	
Home		
View My Banner Access	Select Application elect User Select Role WTE/WLR Proxy Confirmation	
Reset Password	✓ Complete → ✓ Complete → ✓ Complete → Incomplete	
Access Request		
	Please click "Next" if you would like to approve Byron Anderson (byanders, WTJ327) as a WTE/WLR proxy. Previous Next	

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7. The Confirmation page validates an immediate approval.

and the second se	2 2	R	
'our Request has been Su	ubmitted.		
Submit Another Request	<		
	HR Security Request Sumn	nary	1
eRaider ID:	bvanders - Byron	Anderson	
Tech ID:	R00902742		
WTE/WLR Proxy Access:	Approved		
	Cour Request has been Su Submit Another Request eRaider ID: Tech ID: WTE/WLR Proxy Access:	Cour Request has been Submitted.           Submit Another Request           HR Security Request Summ           eRaider ID:           Tech ID:           WTE/WLR Proxy Access:	Your Request has been Submitted.           Submit Another Request           HR Security Request Summary           eRaider ID:           Tech ID:           WTE/WLR Proxy Access:

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



Contact Us: <u>dmfr.support@ttu.edu</u> Visit us on the web: <u>http://www.depts.ttu.edu/dmfr/</u> DMFR Training Website: <u>https://apps.dmfr.ttu.edu/training/</u> DMFR Portal <u>https://portal.dmfr.ttu.edu</u>

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