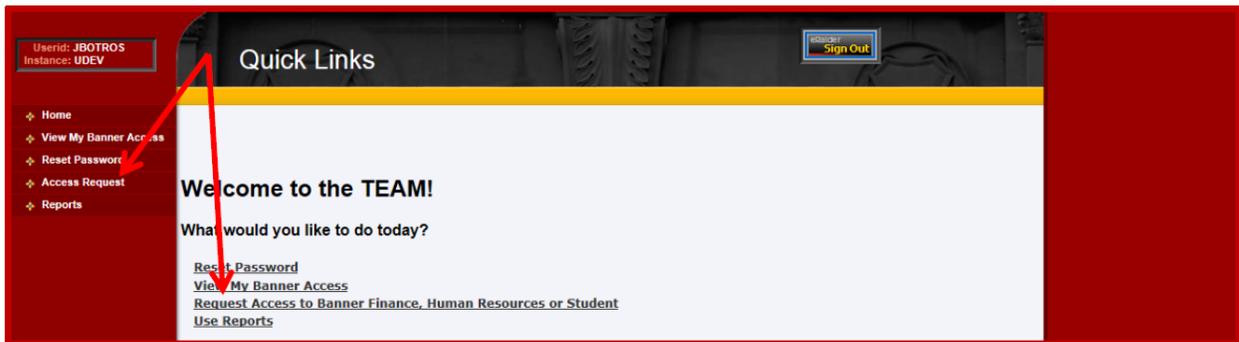


1 TeamApp: How to Assign Proxies as an Organization Manager Quick Reference

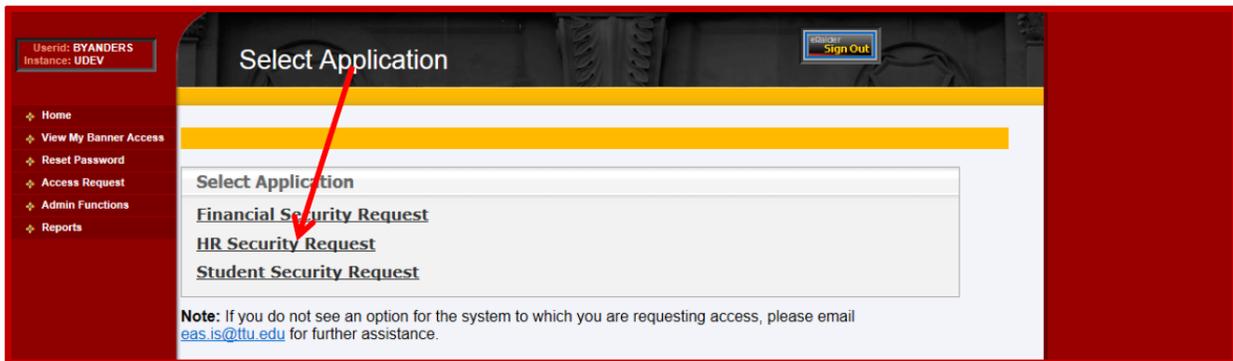
An Organization Manager (Org Mgr) uses TeamApp to make approval routing changes for Web Time Entry and Web Leave Report (WTE/WLR) employees in their organizations. Approval routing defines who will approve the WTE/WLR forms before being forwarded to Payroll. In TeamApp, the Org Mgr may assign a proxy, or up to 2 proxies to 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.

1. The Org Mgr signs into **RaiderLink**, click on the **A&F Work Tools tab**, and click on **TeamApp**.
2. On the Quick Links Page, click **Access Request**.



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



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

Userid: JBOTROS
Instance: UDEV

Select User

Sign Out

Select Application → Select User → Select Role → Confirmation

Complete InProgress Incomplete Incomplete

eRaiderID: Search for eRaiderID

Please enter the eRaiderID or search for the eRaiderID of the person you are registering.

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

Userid: JBOTROS
Instance: UDEV

Select HR Security Roles

Sign Out

Select Application → Select User → Select Role → Confirmation

Complete Complete InProgress Incomplete

HR Security Role

- Electronic Personnel Action Form (EPAF) Approver
- Web Time Entry (WTE) Approver
- Web Leave Report (WLR) Approver
- Web Time Entry / Web Leave Report Proxy
- HR Reporting (Cognos)

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Note: Select the desired role for the person you are registering.

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

Userid: JBOTROS
Instance: UDEV

Confirm WTE/WLR Proxy

Sign Out

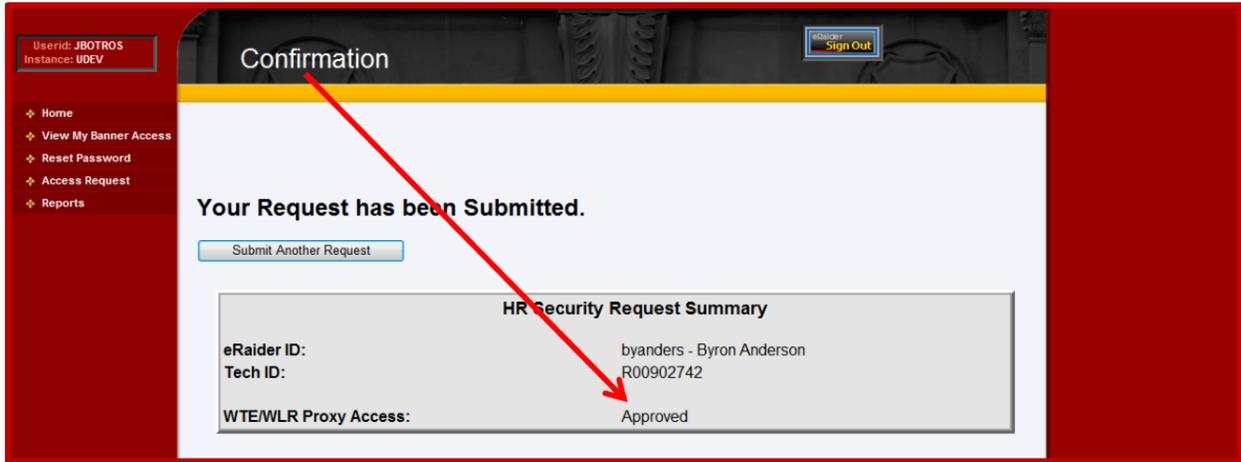
Select Application → Select User → Select Role → WTE/WLR Proxy → Confirmation

Complete Complete Complete InProgress Incomplete

Please click "Next" if you would like to approve Byron Anderson (byanders, WTJ327) as a WTE/WLR proxy.

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7. The **Confirmation page** validates an immediate approval, and concludes the Proxy assignment procedure. Close the browser window to exit or choose another link in TeamApp.



The screenshot displays the 'Confirmation' page in TeamApp. The page title is 'Confirmation'. The main message is 'Your Request has been Submitted.' Below this message is a button labeled 'Submit Another Request'. A red arrow points from the 'Confirmation' title to the 'WTE/WLR Proxy Access' field in the summary box. The summary box is titled 'HR Security Request Summary' and contains the following information:

HR Security Request Summary	
eRaider ID:	byanders - Byron Anderson
Tech ID:	R00902742
WTE/WLR Proxy Access:	Approved

On the left side of the page, there is a navigation menu with the following items: Home, View My Banner Access, Reset Password, Access Request, and Reports. At the top left, the user information is displayed as 'Userid: JBOTROS' and 'Instance: UDEV'. At the top right, there is a 'Sign Out' button.