

1 Either the Organization Manager or Proxy Assigns Approvers

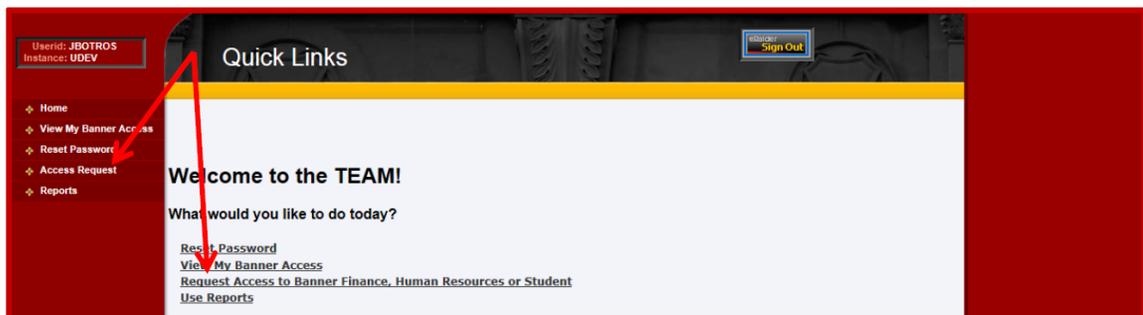
Approvers of Timesheets and Leave Reports are assigned for the Organization level and at the Employee level. The Approvers can be selected or removed by the Organization Manager or a designated Proxy.

When replacing a current Approver with a new Approver, the current Approver must be removed before the new Approver can be assigned.

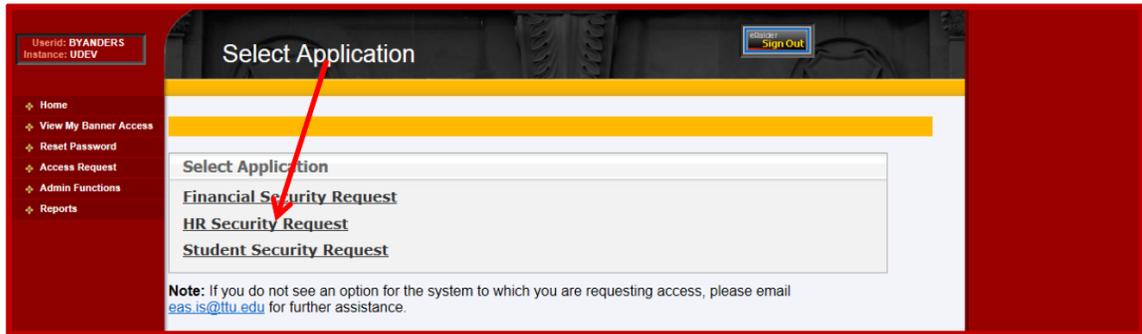
Steps to Follow, or see Screen Shots below

1. The Org Mgr signs into RaiderLink, click on the A&F Work Tools tab, and click on TeamApp. 1
2. On the Quick Links Page, click Access Request. 1
3. On the Select Application page, click HR Security Access. 2
4. On the Select User page, enter the approver's eRaider ID. 2
5. On the Select HR Security Roles page, select WTE or WLR Approver. 2
6. On Select ... Options page, select the Routing Form and Approver Level, then click Next. 3
7. Only if a Proxy, choose the Assigner (Org Mgr) being represented. 3
8. On the Grant Org Access: 4
1st, Review the Level, Form, Approver, and Routing choices. 4
2nd, Choose Organizations or Employees to Add or Remove. 5
9. A "Granted" or a "Revoked" confirms the changes. 5
Close the browser window to exit or choose another link in TeamApp. 5

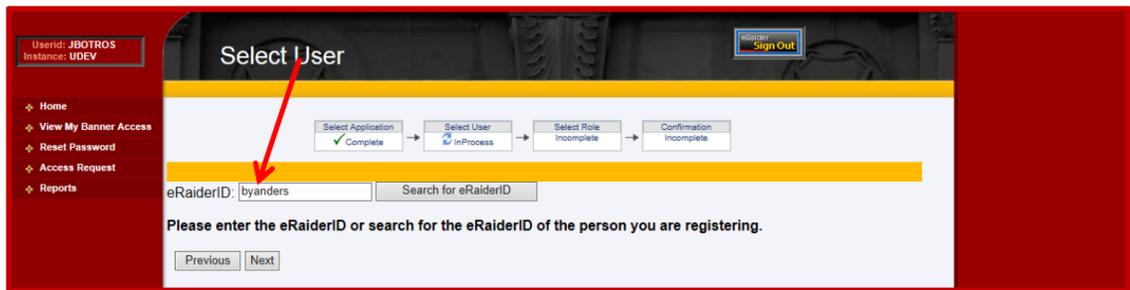
1. The Org Mgr signs into RaiderLink > A&F Work Tools tab > TeamApp.
2. On the Quick Links Page, click Access Request.



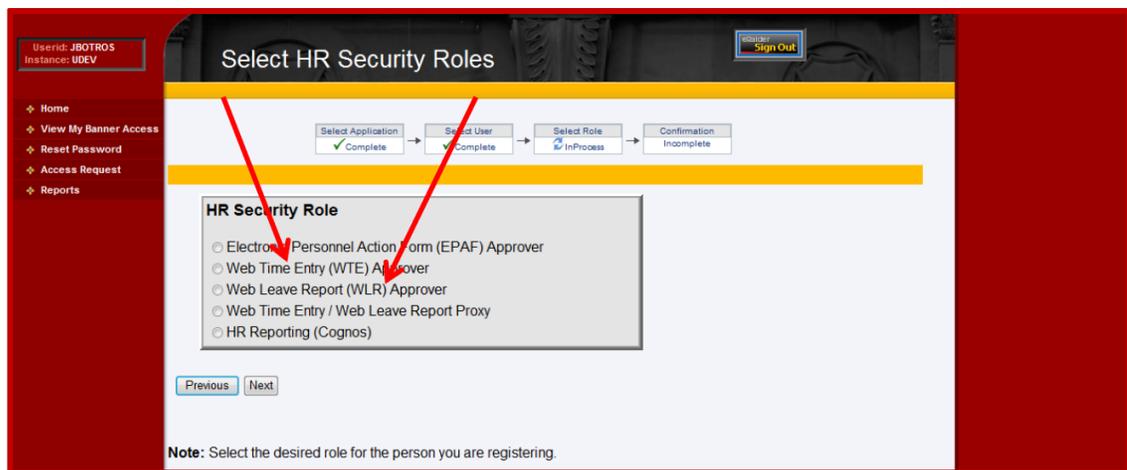
3. On the Select Application page, click HR Security Access.



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



5. On the Select HR Security Roles page, select WTE or WLR Approver.



6. On Select ... Options page, select the Routing Form and Approver Level, then click Next.

Userid: JBOTROS
Instance: UDEV

Home
View My Banner Access
Reset Password
Access Request
Reports

Select WTE Options

Select Application ✓ Complete → Select User ✓ Complete → Select Role ✓ Complete → Select Options InProcess → Confirmation Incomplete

Select Approval Form

Organization Level
 Employee Level

Select Approval Level

Level 1 Approver
 Level 2 Approver

Previous Next

Note: Select the desired Approval Form and Level for the person you are registering.

7. Only if a Proxy, choose the Assigner (Org Mgr) being represented click Next.

Userid: BYANDERS
Instance: TTUSPRD

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

Select WTE Assigner

Select Application ✓ Complete → Select User ✓ Complete → Select Role ✓ Complete → Select WTE WLR Assigner InProcess → Select Options Incomplete → Confirmation Incomplete

Select WTE Assigner

Botros, Jonathan (JBO765)

Previous Next

Note: Select the desired WTE access assigner.

- 8. On the Grant Org Access:
1st, Review the Level, Form, Approver, and Routing choices.

The screenshot shows the 'Grant Org Access' interface. At the top, a progress bar indicates the following steps: 'Select Application' (Complete), 'Select User' (Complete), 'Select Role' (Complete), 'Select Options' (Complete), 'Select Orgs' (InProgress), and 'Confirmation' (Incomplete). A 'Sign Out' button is in the top right corner.

Selected Options:
Web Time Entry (WTE) Approver
Level 1 Approver

Annotations with red boxes and arrows point to various parts of the interface:

- 'Verify the Level, Form and Approver' points to the 'Selected Options' section.
- 'Verify Organization or Employee Routing' points to the 'Orgn Selection' section.
- 'Find a list of "unassigned:"' points to the left pane of the 'Orgn Selection' section.
- 'Find a list "Selected for this Approver:"' points to the right pane of the 'Orgn Selection' section.
- 'Find a list "Assigned to a different Approver:"' points to the 'Assigned Organizations' section.

Orgn Selection

Name: **Byron Anderson**
EraiderId: **byanders**

Select Orgn Code: AFISM Training (T-C11001)

Orgns Selected:

Assigned Organizations:
 Admin and Finance Info Systems Mgmt (T-C11000)

Assigned to:
Botros, Jonathan (T94775)

2nd, Choose Organizations or Employees to Add or Remove.

Orgn Selection

Select Orgn Code Orgns Selected

AFISM Training (T-C11001)

ADD: Highlight and click ONE or move ALL to "Selected"--

ALL >> ONE >

< ONE -- REMOVE: Highlight and click ONE or move ALL to "Select"

<< ALL

Check the box to remove from the Assigned Approver, then SUBMIT

Assigned Organizations:
 Admin and Finance Info Systems Mgmt (T-C11000)

Assigned to:
 Botros, Jonathan (T94775)

To ADD: Highlight one and click ">", or Click ">>" to move ALL (no highlighting needed) **SUBMIT** when finished.

To REMOVE: Highlight one and click ">", or Click ">>" to move ALL (no highlighting needed) **SUBMIT** when finished.

Remove Assigned Approvers: Click the box and **SUBMIT** to revoke and receive confirmation, then start again to assign to the new Approver.

9. A "Granted" or a "Revoked" confirms the changes.

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

Confirmation

Users: JBOTROS Instance: UDEV [Sign Out](#)

Home
 View My Banner Access
 Reset Password
 Access Request
 Reports

Your Request has been Submitted.

[Submit Another Request](#)

HR Security Request Summary

eRaider ID: byanders - Byron Anderson
 Tech ID: R00902742

Security Modifications: WTE Approver
 Organization Level Level 1

	Name	COAS - ORGN
Orgs Granted:	AFISM Training	T - C11001