An Organization Manager (Org Mgr) determines/changes approval routing for Timesheets and Leave Reports for their employees. In TeamApp, the Org Mgr may assign a proxy, or up to 2, to make these approval 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.

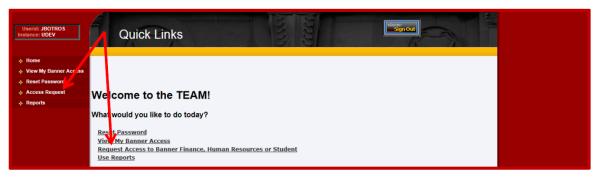
The only duty of a Proxy is to change approval queues on behalf of the Org Mgr. The Proxy cannot roxy an change Approver: approve timesheets or Leave Reports on behalf of the Org Mgr. The Proxy can change Approver assignments for the Org's 2 levels and can change Approver assignments for the Employee's 2 levels. To verify changes, the proxy can run 'Approvers' reports to view the results. The reassignments 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 tab > 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 proxy's eRaider ID.	2
5.	On the Select HR Security Roles page, select Web Time Entry / Web Leave Report Proxy	2
6.	On the Confirm WTE/WLR Proxy page, verify the name and eRaider, then click Next	3
7.	The Confirmation page validates an immediate approval	3
	Close the browser window to exit or choose another link in TeamApp	3

1. The Org Mgr signs into RaiderLink > A&F Work Tools tab > TeamApp.

2. On the Quick Links Page, click Access Request.





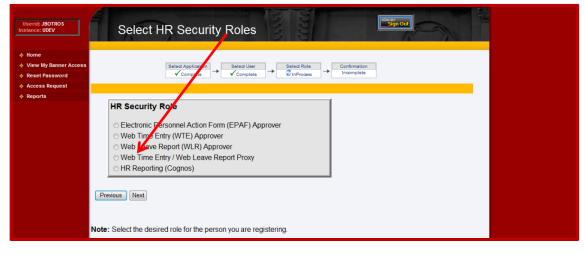
3. On the Select Application page, click HR Security Access.

Userid: BYANDERS Instance: UDEV	Select Application	
Home		
View My Banner Access		
Reset Password		
Access Request	Select Application	
Admin Functions	Financial Security Request	
Reports		
	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.	

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 → 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. Previous Next	

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





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



7. The Confirmation page validates an immediate approval. Close the browser window to exit or choose another link in TeamApp.

Userid: JBOTROS Instance: UDEV	Confirmation		Etaiper 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 Ande	rson			
	Tech ID:	R00902742				
	WTE/WLR Proxy Access:	Approved				

