

## 1 The Organization Manager Assigns Up to 2 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 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.

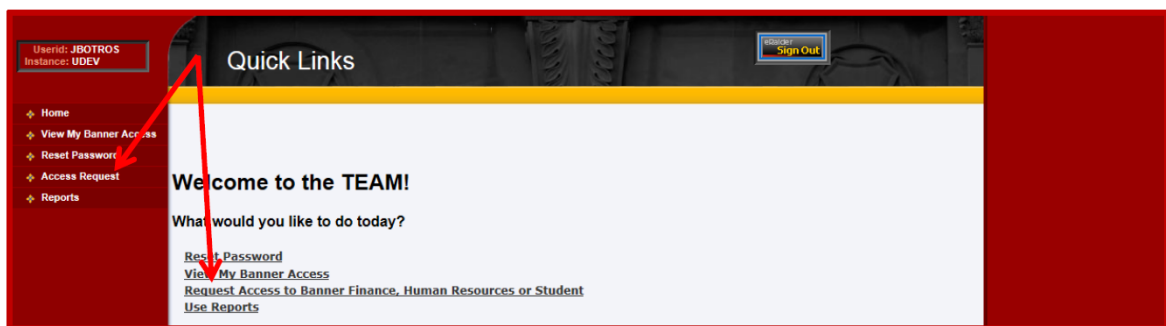
The only duty of a Proxy is to change approval queues on behalf of the Org Mgr. The Proxy cannot proxy an change Approver: approve timesheets or Leave Reports on behalf of the Org Mgr. The Proxy can change Approver assignments for the Org's 2 levels and can change Approver assignments for the Employee's 2 levels. To verify changes, the proxy can run 'Approvers' reports to view the results. The re-assignments 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

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