

In this document you will learn how a department creates the routing procedures for approving WTE/WLR online forms, along with important definitions and descriptions.

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What two electronic forms are used to record the time and leave hours of employees?

- **Web Time Entry (WTE):** Nonexempt, hourly-paid employees report their hours electronically by WTE, frequently called 'timesheets.'
- **Web Leave Reports (WLR):** Exempt, monthly-paid employees do not report their work hours, but do submit WLRs after the conclusion of the month if leave hours were taken during the month.

When are the Forms due in Payroll?

- WTE timesheets must be completed and submitted within two business days after the two semi-monthly period ends (15th and EOM).
- WLR reports are only completed if leave has been taken, or as required within department's internal policy, and must be submitted by the 15th following the end of the month.

Who is qualified to be an Approver?

Each form must be approved by a supervisor who has direct knowledge of the working hours or leave hours taken for the employee. The Approver does not have to be the **Organization Manager (Org Mgr)**.

How are Forms routed for department approval before continuing to the Payroll Office?

Once submitted by the employee, the forms must be approved by the department before being routed to the Payroll Office. It is the department's discretion to choose the correct routing procedures and approvers. The **Organization Manager** (Org Mgr), or designed proxy(s), uses **TEAM App** routines to assign forms routing and approvers within the department.

The system provides two routing procedures. The department must set up the routing procedure for each form, determining the routing procedures for WTE and the routing procedures for WLR separately. Following are the two routing methods available for each form:

- 1. Organization Routing:** This routing method is required as the standard for the organization, where the WTE is assigned its standard organization route and the WLR is also assigned its standard organization route.

When new employees are hired, they are automatically associated with the Organization routing. If needed, the Org Mgr can assign an optional Employee Routing, described below, to override the Organization Routing.

For the routing to Payroll: one organization approver is required (Level 1), and an optional second approver (Level 2) is allowed for each form's route. All submissions will follow the standard WTE or WLR route, unless an employee approval route, on an employee-by-employee basis, is assigned.

- 2. Employee Routing (optional):** This routing is for exceptions to the organization standard route above, where each employee is assigned a unique approval route. The employee exception is available for both the WTE route and the WLR route.

One approver is required (Level 1), and an optional second approver (Level 2) is allowed for each employee.

3. Common examples of department routing:

- In a small organization, suppose the Org Mgr supervises and keeps notes of employee hours and leaves. In this situation, the WTE Organization route with a Level 1 approval (the Org Mgr) and a WLR Organization route with Level 1 approval (the Org Mgr) may suffice. There may be no need for second approvers or employee approval routes.

- In a larger organization, suppose there is a designated time clerk who keeps notes of vacations and leaves, while the Org Mgr supervises the employees. In this situation, the organization route with the time clerk as the first approver (Level 1) and the Org Mgr as the second approver (Level 2) may suffice without second approvers or employee approval routes.
- In a complex organization with various units and supervisors, it is essential that the organization route be created for the department standard. However, it may be more efficient to assign exception employee approval routes for individual employees with the appropriate approver or approvers who have direct knowledge of the employees work hours or leave hours taken for their respective employees.

How are Approvers assigned to forms' routing?

Each Organization Manager (Org Mgr) assigns and removes the approver(s) for WTE/WLR routing, using the TEAM App application found on RaiderLink/Webraider. eRaider IDs are used to associate proxy(s) and approvers to their appropriate roles. The Org Mgr can self-assign, and is also allowed to designate a proxy and an optional second proxy to assign and remove approvers. The duty of these proxies is to assign and remove approvers, not to approve timesheets or leave reports.

Here's an overview of the 4-5 steps required to assign/remove proxy(s) or approvers!

1. Click on **Access Request** and **HR Security Request** link
2. Enter the eRaider ID of proxy or approver
3. Choose the role (Proxy, WTE Approver, or WLR Approver)
4. For WTE or WLR Approvers (Proxy assignment does not have these two steps):
 - Select the forms routing (Organization or optional Employee) and Approval level (1st or optional 2nd)
 - Complete the assignment by adding/removing the desired organizations/employees
5. Assignment/removal occurs immediately, and confirmation emails are sent to the Org Mgr and the proxy or approver. Reports are available to verify assignment has occurred.

Detailed instructions guides are available for entering and verifying assignments.

To change the Payroll procedures for an organization, instructions are found on the RaiderLink A&F Work Tools tab > AFISM portlet > Resources > filter by Payroll or by TEAM App to find the following:

- TEAMAPP: Org Mgr (or Proxy) Assigns Payroll Approvers
- TEAMAPP: Org Mgr Assigns Payroll Proxies
- TEAMAPP: Org Mgr Views and Removes Payroll Proxies
- TEAMAPP: Anyone Can View Payroll TEAM App Reports
- TEAMAPP: Org Mgr Grants Access to HR Reports