TEAM App provides reports for viewing Routing and Approval assigned by the Organization Manager (or Proxy). Following are steps to the TEAM App reports, and illustrations of the reports.

Steps to Follow, or see Screen Shots below:

1.	Sign	n into RaiderLink > A&F Work Tools tab > TeamApp	1
2.	On t	the Quick Links Page, click Reports.	1
3.	Ont	the Report Menu, find WTE/WLR Reports and click the desired report	2
	Α.	WTE/WLR Proxies Report:	2
	B.1	Employee Level Routing: Choose Organization to View Employees:	2
	B.2	Employee Level Routing: View List of Employees with Employees' Approvers:	3
	C.1	Organization Level Routing: Choose Organization to View	3
	C.2	Organization Level Routing: View Level Approvers for the Organization	4
	D.1	Approvers of Employee – Enter only one: Employee's R#, or Oracle ID, or eRaider ID	4
	D.2	Approvers of Employee: View List of Approvers for Desired Employee	5

1. Sign into RaiderLink > A&F Work Tools tab > TeamApp.

2. On the Quick Links Page, click Reports.





3. On the Report Menu, find WTE/WLR Reports and click the desired report.

Userid: JBOTROS Instance: UDEV	Report Menu	CLEOR C	Sign Out	
Home Vore My Baner Access Reset Pasaword Access Request Access Request Reports	Financial Reports Financial Profile Access Report Financial Profile Access Report EPaf Access Reports ePAF Address Reports ePAF Originators by Home Department Report ePAF Originators by Home Department Report WTE/WLR Provies USE of WTE/WLR Approvers (Granization Level) List of WTE/WLR Approvers for Employee Cognos Report List of Cognos Report Users Budget Prep Reports List of Budget Prep Report List of Selected User General Reports Departmental Access			

A. WTE/WLR Proxies Report:

Userid: JBOTROS Instance: UDEV	WTE/WLR Proxies Report
♦ Home	
View My Banner Access	
Reset Password	
Access Request	Please select the required proxy records and click 'Remove Selected Proxy
	WTE/WLR Proxies:
	Proxy Recipient: JBO765 — Botros, Jonathan Proxy: WTJ327 — Anderson, Byron
	Remove Selected Proxy Records
	Report Menu

B.1 Employee Level Routing: Choose Organization to View Employees:

Userid: JBOTROS Instance: UDEV	HR Employee Level Approvers Lookup
 ♦ Home ♦ View My Banner Access 	
Reset Password Access Request	Please select a home department from the Drop Down List.
Reports	Home Department: 101001 H President Lbk Get HR Emp Approvers Report Menu



B.2 Employee Level Routing: View List of Employees with Employees' Approvers:

On this report, the Employee Routing is displayed for each employee. However, if an Employee Routing has not been assigned by the Organization Manager (or Proxy), then the Organization Routing will be displayed.

Userid: BYANDERS Instance: TTUSPRD		IR Employee L	_evel /	Approvers	s Looki	ıp	S	ign Out	3			
Home View My Banner Access View My Banner Access Rest Password Access Request Admin Functions Reports	Please Home Departme Get HF	<mark>e select a home d</mark> nt: C11000 T - Admi REmpApprovors R	e partm n and Finance aport Menu	e nt from t ie Info Systems Mi	he D	Routing: Orgn Empl		Form: Time Leave		-		
	HRI	Employee Approvers:			_		5				D	
		Name	Position	Job Title	Employee TS COAS Code	Employee <u>TS Orgn</u> Code	Approval Type	Category Code	Approver Level	<u>Approver</u> <u>Name</u>	Approver Eraider	Ze: 10 V Approver A Job Title T C
		Anwesa Sahoo	T93541	Director- Applications & Report	Т	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant T Managing Dir
		Anwesa Sahoo	T93541	Director- Applications & Report	Т	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing T Director
		Austin Walden	T97383	Section Coordinator	Т	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant T Managing Dir
		Austin Walden	T97383	Section Coordinator	Т	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing T Director
		Byron Anderson	T95572	Sr Administrator	Т	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant T Managing Dir
		Byron Anderson	T95572	Sr Administrator	т	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing T Director
		Dale Hymes	T99659	Programmer Analyst III	Т	C11000	Employee	LEAVE	1	Shawn Massie	smassie	Assistant T Managing Dir
		Dale Hymes	T99659	Programmer Analyst III	Т	C11000	Employee	LEAVE	2	Jonathan Botros	jbotros	Managing T Director

C.1 Organization Level Routing: Choose Organization to View

Userid: JBOTROS Instance: UDEV	HR Organization Level Approvers Lookup
View My Banner Access	
Reset Password	
Access Request	Please select a home department from the Drop Down List.
Reports	
	Get HR Org Approvers Report Menu





C.2 Organization Level Routing: View Level Approvers for the Organization

D.1 Approvers of Employee – Enter only one: Employee's R#, or Oracle ID, or eRaider ID.

Userid: JBOTROS Instance: UDEV	HR W	TE/WLR Ap	prover Lookup for Employee
♦ Home		Enter ID -	
View My Banner Access			
Reset Password		Click "?"	
Access Request			
Reports			
	Spriden ID (R#):		3 Get Approvers
	Oracle ID:		3 Get Approvers
	eRaider ID:		Get Approvers Lookup eRaider
	Report Menu		



D.2 Approvers of Employee: View List of Approvers for Desired Employee

On this report, the Employee Routing is displayed for each employee. However, if an Employee Routing has not been assigned by the Organization Manager (or Proxy), then the Organization Routing will be displayed.

Userid: BYANDERS Instance: UDEV	HR WTE/WLR Approver Lookup for Employee																	
Home																		
View My Banner Access																		
Reset Password																		
Access Request					(
Admin Functions						Routing	r: 👖	Form:										
Reports	Spriden ID	D (R#): R00902742		Get Approve	ers			-										
	Oracle ID:	WTJ327	Get Approvers			Orgn Time												
	eRaider ID: byanders			Get Approvers			Empl Leave											
	кероп ме	enu																
	HR V	WTE/WLR Approver	B:															
		Showing 1 2 of 2							r		Page Si	70: 10	10 ×					
	Showing 1 - 2 of 2.				F 1	F 1		V			Tage of	. 10 •						
		Name	Position	Job Title	Employee TS COAS	Employee TS Oran	Approval Type	Category Code	Approver Level	Approver Name	Approver Fraider	Approver	Ap TS					
					Code	Code	1150	0000	20101		Liuiuu	<u></u>	Co					
		Byron Anderson	T95572	Sr	Т	C11000	Employee	LEAVE	1	Shawn	smassie	Assistant	Т					
				Administrator						Massie		Managing						
												Dir						
		Byron Anderson	T95572	Sr	T	C11000	Employee	LEAVE	2	Jonathan	jbotros	Managing	Т					
				Authinistrator						Douos		Director						

