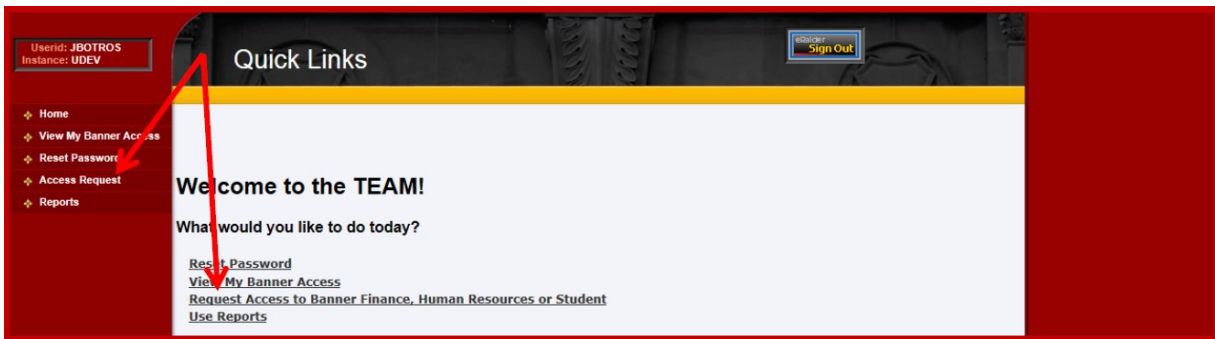


Assigning Payroll Approvers

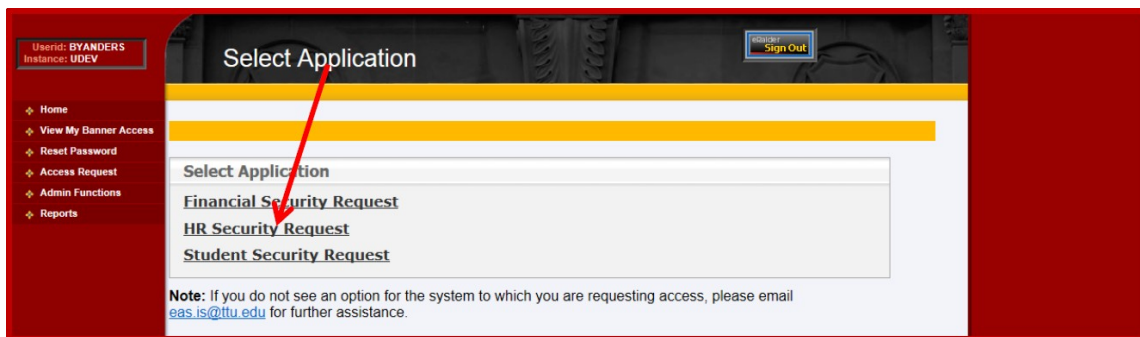
Approvers of Timesheets and Leave Reports are assigned for the Organization level and at the Employee level. The Approvers can be selected or removed by the Organization Manager or a designated Proxy.

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

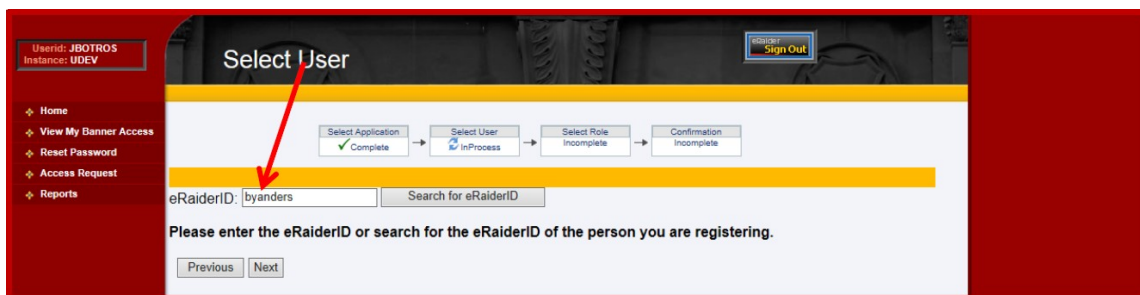
1. The Financial Manager (Organization Manager) signs into *RaiderLink* > *A&F Work Tools tab* > *DMFR Channel* > *TeamApp*.
2. On the Quick Links Page, click Access Request.



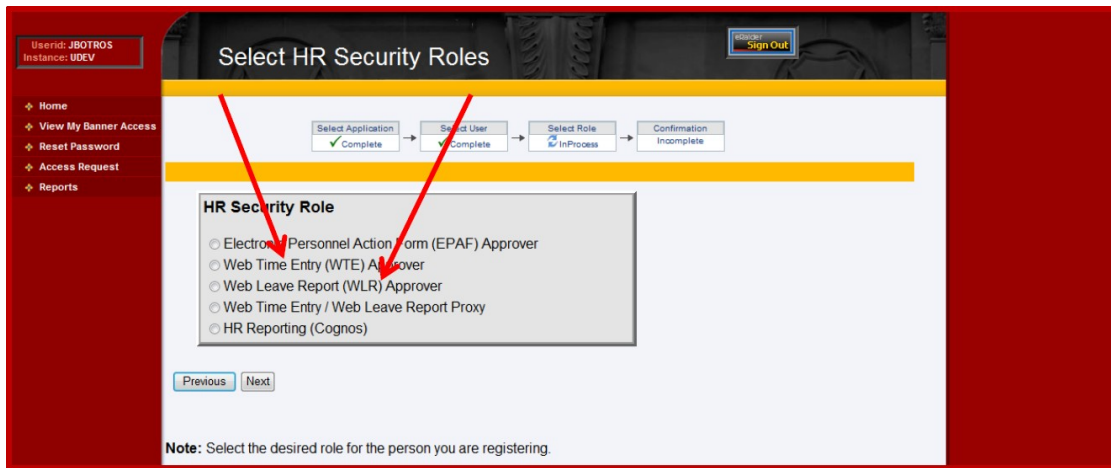
3. On the Select Application page, click HR Security Access.



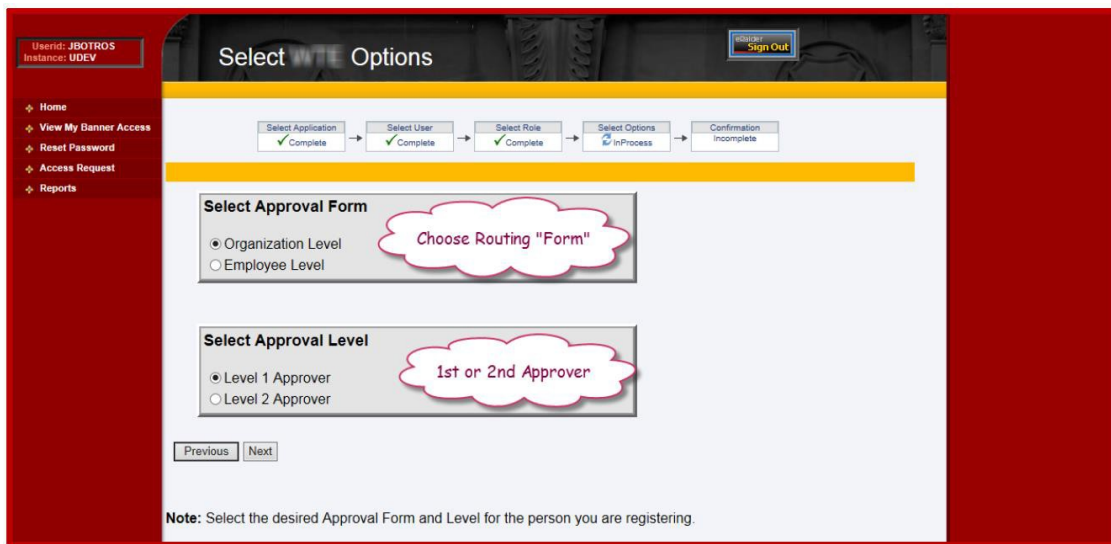
4. On the Select User page, enter the approver's eRaider ID.



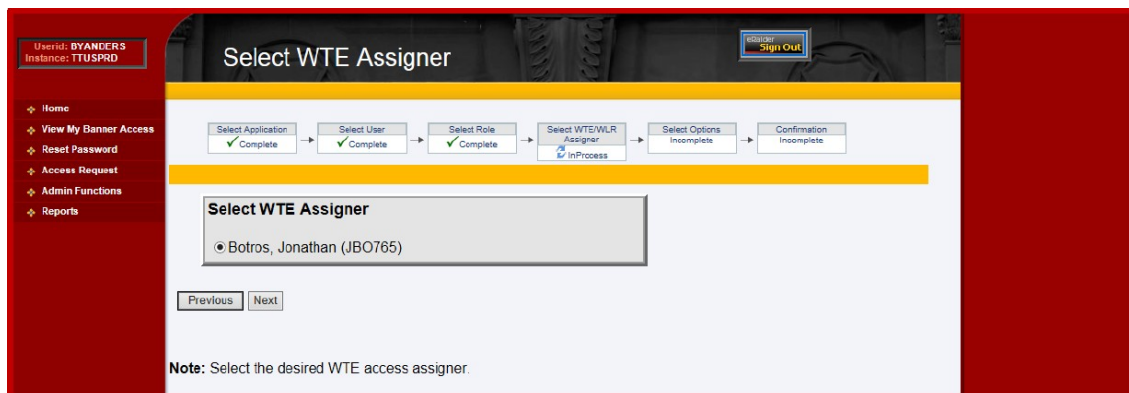
5. On the Select HR Security Roles page, select WTE or WLR Approver.



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



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



8. On the Grant Org Access:

- 1st: Review the Level, Form, Approver, and Routing choices.

The screenshot shows the 'Grant Org Access' web application interface. At the top, there is a progress bar with six steps: 'Select Application' (Complete), 'Select User' (Complete), 'Select Role' (Complete), 'Select Options' (Complete), 'Select Orgs' (InProcess), and 'Confirmation' (Incomplete). A 'Sign Out' button is visible in the top right corner.

Below the progress bar, the 'Selected Options' are listed as 'Web Time Entry (WTE) Approver' and 'Level 1 Approver'. A yellow banner across the middle contains the text 'Verify the Level, Form and Approver'.

The main content area is titled 'Orgn Selection' and features two columns: 'Select Orgn Code' and 'Orgns Selected'. The 'Select Orgn Code' column contains a search box with the text 'AFISM Training (T-C11001)' and a red box with the text 'Find a list of "unassigned:" * Organizations * Employees'. The 'Orgns Selected' column contains a red box with the text 'Find a list "Selected for this Approver:" * Organizations * Employees'. Between the columns are navigation buttons: '>>', '>', '<', and '<<'. Below these columns is a red box with the text 'Find a list "Assigned to a different Approver:" * Organizations * Employees'.

At the bottom, there are two sections: 'Assigned Organizations:' with a checkbox and the text 'Admin and Finance Info Systems Mgmt (T-C11000)', and 'Assigned to:' with the text 'Botros, Jonathan (T94775)'. Red arrows point from the 'Verify Organization or Employee Routing' box to the 'Selected Options', the yellow banner, and the three red boxes in the 'Orgn Selection' area. Another red arrow points from the yellow banner to the 'Verify the Level, Form and Approver' text.

- 2nd: Choose Organizations or Employees to Add or Remove.

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.

To Remove Previously 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.