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.


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


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.
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.