

# Web Time Entry/Web Leave Report Approver Update Dynamic Form

When a department would like to assign or change the time or leave approver for an individual employee, they may submit a Dynamic Form for the changes. This guide instructs on the form submission process.

1. Within Raiderlink/WebRaider, select **Payroll & Tax**. Under Payroll Forms, select **Web Time Entry/Web Leave Report Approver Update form**.

The screenshot shows the Raiderlink/WebRaider interface. On the left is a red navigation menu with options: News/Events, Available Budget, A&F Work Tools, and Payroll & Tax (highlighted with a yellow box). The main content area is titled 'Employee Resources' and contains sections for 'My Personal Information' (with links for View Addresses and Phones, Update Addresses and Phone, and View E-mail Addresses) and 'My Employment Information'. To the right is a 'Payroll Forms' section with a list of forms: Manual Leave Adjustment Application (Now Live) (with sub-link for MLA Instructional Guides & Videos), Lump Sum Vacation Certification Form, Web Time Entry/Web Leave Report Approver Update Form (highlighted with a red box), and Instructions.

2. Form preparer information will auto populate.

\* = required field  
Some content may be updated based on selection

The screenshot shows the 'Web Time Entry/Web Leave Report Employee Approvers Update' form. It features the Texas Tech University logo and 'Payroll & Tax Services' branding. The form title is 'Web Time Entry/Web Leave Report Employee Approvers Update'. Below the title is a 'FormID' field containing 'fe2a8aac-f'. The form contains several input fields for preparer information: Date Prepared (02/26/2024), Preparer Oracle ID, Dept. Org #, Preparer Tech ID (R99999999), Preparer's Name (Art Vandalay), Dept. Name (School of Fun), Chart of Accounts (T), Preparer Email (art.vandalay@ttu.edu), and Contact Phone.

## Preparing Form

- Next to “Employee”, within the “Enter Tech ID, Name, or Dept” field, enter the R#, or name of the employee you wish to assign or change approvers for. Partial data entered will reflect results that match with the data that was entered. You may also search by department name to display all employees within a specific department.

Date Prepared:	<input type="text" value="02/26/2024"/>	Preparer Oracle ID:	<input type="text" value="R99999999"/>	Preparer's Name:	<input type="text" value="Art Vandalay"/>
Dept. Org #:	<input type="text" value="T-000000"/>	Dept. Name:	<input type="text" value="School of Fun"/>	Chart of Accounts:	<input type="text" value="T"/>
Preparer Email:	<input type="text" value="art.vandalay@ttu.edu"/>	Contact Phone:	<input type="text" value="817.257.2117"/>		

  

Employee:	<input type="text" value="* Enter Tech ID, Name or Dept"/>	Employee Name:	<input type="text"/>
Employee Email:	<input type="text" value="Stark"/>	Employee Position Number:	<input type="text" value="-- Please Select --"/>
	<input type="text" value="R00000003-Tony Stark-T-C99999-School of Fun"/>		<input type="text" value="Employee Position Org:"/>
	<input type="text" value="R00000004-Morgan Stark-T-C00000-School of Fun"/>		
	<input type="text" value="R00000005-Pepper Stark-T-C00000-School of Fun"/>		

- After the employee is selected, select the position for the employee that you wish to assign or change approvers for. After this is done, the remainder of the form will display.

Date Prepared:	<input type="text" value="02/27/2024"/>	Preparer Oracle ID:	<input type="text" value="R99999999"/>	Preparer's Name:	<input type="text" value="Art Vandalay"/>
Dept. Org #:	<input type="text" value="T-000000"/>	Dept. Name:	<input type="text" value="School of Fun"/>	Chart of Accounts:	<input type="text" value="T"/>
Preparer Email:	<input type="text" value="art.vandalay@ttu.edu"/>	Contact Phone:	<input type="text" value="817.257.2117"/>		

  

Employee:	<input type="text" value="* R00000003-Tony Stark-T-C9999-School of Fun"/>	Employee Name:	<input type="text" value="Tony Stark"/>
Employee Email:	<input type="text" value="tony.stark@ttu.edu"/>	Employee Position Number:	<input type="text" value="-- Please Select --"/>
			<input type="text" value="Employee Position Org:"/>

Please select a position for the employee. If none are listed, the employee has no active positions.

5. If approvers are currently assigned for the employee, they will appear in the “Current Approvers” section. Information on the existing approvers is provided including their sequence in the approval process, their position and title, R#, name, and approval function (Approver or FYI).

Reviewing this area of the dynamic form is important because submission of the dynamic form deletes all approvers currently assigned. To keep an existing approver, their information must be re-entered in the “New or Updated Approvers” section.

### Current Approvers

*The first two approvers for the employee are listed below.*

*By default, all approvers including those with a FYI approver action, will be deleted.*

*You must reenter the approver in the "New or Updated Approvers" section if you wish to keep them.*

**Existing Approver**

Approver Sequence	Approver Position	Approver Position Description	Approver or Incumbent ID	Approver or Incumbent Description	Approver Action
1	T88888	Associate Chairperson - SOF	R77777777	Obadiah Stane	Approve

### New or Updated Approvers

*Use the search box(s) to select approvers .*

*To clear a previously selected approver , search for "deselected" and choose it.*

Approver 1:

Approver 2:

**Approver 1 is required.**  
**Please select at least one approver.**

## Assigning Approver 1

- Assigning, keeping, or removing an approver will occur within the “New or Updated Approvers” section. The inclusion of Approver 1 (level 1 approver) is always required.

Next to “Approver 1”, within the “Enter Tech ID, Name, or Position for Approver 1” field, enter the R#, name, or position of the employee you wish to have as the level 1 approver. You may enter an approver from the Current Approvers section of the form if you wish to keep them as Approver 1. After you find the approver you wish to assign or keep, select them.

### New or Updated Approvers

*Use the search box(s) to select approvers .*

*To clear a previously selected approver , search for "deselected" and choose it.*

Approver 1:

Approver 2:

**Approver 1 is required.**

- Select the approver’s position from the “Approver 1 Position Number” dropdown.

### New or Updated Approvers

*Use the search box(s) to select approvers .*

*To clear a previously selected approver , search for "deselected" and choose it.*

Approver 1:

Approver 1 Sequence:  Approver 1 Position Number:

Approver 1 Tech ID:  Approver 1 Name:

Approver 2:

**Please select a position for approver 1. If none are listed, the approver has no active positions.**

## Assigning Approver 2 (Optional)

8. Next to “Approver 2”, within the “Enter Tech ID, Name, or Position for Approver 2” field, enter the R#, name, or position of the employee you wish to have as the level 2 approver. Again, you may enter an approver from the Current Approvers section of the form if you wish to keep them as Approver 2. After you find the approver you wish to assign, select them. **If you have no level 2 approver that you wish to assign, you may skip Approver 2.**

New or Updated Approvers	
<i>Use the search box(s) to select approvers .</i>	
<i>To clear a previously selected approver , search for "deselected" and choose it.</i>	
Approver 1:	* R44444444-Happy Hogan-T-22222-School of Fun
Approver 1 Sequence:	1
Approver 1 Position Number:	* T22222-00 Chief of Security
Approver 1 Tech ID:	R44444444
Approver 1 Name:	Happy Hogan
Approver 2:	Enter Tech ID, Name or Position for Approver 2
	Jame
	R11111112-James Rhodes-T-33331-School of Fun
<b>For Payroll Use Only</b>	R11111113-Jamey Jameson-T-12345-School of Fun

9. Select the approver’s position from the “Approver 2 Position Number” dropdown.

New or Updated Approvers	
<i>Use the search box(s) to select approvers .</i>	
<i>To clear a previously selected approver , search for "deselected" and choose it.</i>	
Approver 1:	* R44444444-Happy Hogan-T-22222-School of Fun
Approver 1 Sequence:	1
Approver 1 Position Number:	* T22222-00 Chief of Security
Approver 1 Tech ID:	R44444444
Approver 1 Name:	Happy Hogan
Approver 2:	R11111112-James Rhodes-T-33331-School of Fun
Approver 2 Sequence:	2
Approver 2 Position Number:	* -- Please Select --
Approver 2 Tech ID:	R11111112
Approver 2 Name:	T54321-00 Test Pilot

**Please select a position for approver 2. If none are listed, the approver has no active positions.**

10. When you are ready to submit the form, click "Next". In this example, the current level 1 approver is being replaced with a different level 1 approver. Also, a level 2 approver is being assigned where one did not exist previously.

### Current Approvers

*The first two approvers for the employee are listed below.*

*By default, all approvers including those with a FYI approver action, will be deleted.*

*You must reenter the approver in the "New or Updated Approvers" section if you wish to keep them.*

Approver Sequence	Approver Position	Approver Position Description	Approver or Incumbent ID	Approver or Incumbent Description	Approver Action
<input type="text" value="1"/>	<input type="text" value="T88888"/>	<input type="text" value="Associate Chairperson - SOF"/>	<input type="text" value="R77777777"/>	<input type="text" value="Obadiah Stane"/>	<input type="button" value="Approve"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

### New or Updated Approvers

*Use the search box(s) to select approvers .*

*To clear a previously selected approver , search for "deselected" and choose it.*

Approver 1:

Approver 1 Sequence:  Approver 1 Position Number:

Approver 1 Tech ID:  Approver 1 Name:

Approver 2:

Approver 2 Sequence:  Approver 2 Position Number:

Approver 2 Tech ID:  Approver 2 Name:

---

### For Payroll Use Only

#### Current Organization Manager and Proxies

	eRaiderID	Tech ID	Name	Email
Org Manager:	<input type="text" value="arararas"/>	<input type="text" value="R00000001"/>	<input type="text" value="Anthony Russo"/>	<input type="text" value="a.russo@ttu.edu"/>
Org Manager Proxy 1:	<input type="text" value="jofavjon"/>	<input type="text" value="R00000002"/>	<input type="text" value="Jon Favreau"/>	<input type="text" value="jon12345@ttu.edu"/>
Org Manager Proxy 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

← Click Next to Proceed

11. Sign the form electronically. After the signature is completed, you will receive an email confirmation with a PDF copy of the changes requested.

If the form preparer is an organization manager, org manager proxy, or ePAF originator; no approval is required, and the changes requested in the form will go into effect immediately.

For all other form preparers, the form will be routed to the organization manager for approval. Both the organization manager and any org manager proxies will receive an email notification advising that approval of the form is needed. Once the form is approved by the org manager, changes will go into effect.

## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

<b>Art</b>	<b>Vandalay</b>
<input type="text" value="Art"/>	<input type="text" value="Vandalay"/>



If you would like to opt out of electronically signing and submitting this form, please download the form and sign. Once signed, please email the completed form to Payroll and Tax Services.  
[Opt out and print](#)

Please be informed:

- “FYI” approval level is not supported within this form. Submission of the dynamic form will remove FYI actions for all existing approvers that have it.
- If you wish to remove individual employee approvers, but not replace them (i.e. remove employee-level approvers so that timesheets or leave reports route to the default org-level approver), please send an email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).