



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

**Request MyBiz+ Update MyTeam Assistance
Supervisor User Guide
(for AF, NV, AR, WHS and DLA only)**



<http://www.cpms.osd.mil/>

Aug 30, 2015

Request MyBiz+ Update MyTeam Assistance Supervisors User Guide

Table of Contents

Topic	Page
Introduction Purpose Who should use this guide	3
MyBiz+ Update MyTeam Overview	4
Supervisor Process Employee Requests	4
Viewing MySupervisor Requests	5
Processing MySupervisor Request	5
Add Employee Process	9
Remove Employee (Assign to New Supervisors) Process	13
Summary	18

MyBiz+ Update MyTeam Supervisor Introduction

- Purpose** The purpose of this guide is to provide supervisors step-by-step instructions on how to complete MyBiz+ Update MyTeam, Process Employee Requests, Add Employees and Remove Employees from their team processes.
- Background** MyBiz+ products and services are highly dependent upon employees being assigned to their supervisor in MyBiz+. Employees will request supervisor assistance by completing the Update MySupervisor process. Supervisors will access MyBiz+ to update their employee requests directly in the Defense Civilian Personnel Data System (DCPDS). Employee requests and Supervisor updates will be documented via MyBiz+ Notifications and emails therefore it is imperative work email addresses are known prior to completing the Process Employee Requests, Add and Remove processes. MyBiz+ Notifications and emails will be forwarded to: 1) Employee requesting assistance 2) Previous Supervisor (if applicable) and 3) New Supervisor.
- Who should use this guide** Air Force (AF), Army (AR), Navy (NV), Washington Headquarters Services (WHS) and Defense Logistics Agency (DLA) employees who elected to participate.

MyBiz+ Update MyTeam Overview

Supervisor Process Employee Requests

Employees with incorrect or missing supervisors will submit requests for assistance to their supervisor via the MyBiz+ Update MySupervisor process.

Supervisors will access their employee requests via the **Process Employee Requests** from the MyBiz+ Homepage, from either the

- Customer Support Menu, or
- Key Services View

Note: Human Resources Offices (HROs) may access Manage Hierarchy Requests, Supervisor Update to view and/or process employee requests assigned to a supervisor.

Supervisors will be able to process their employee requests and therefore immediately update employees to their team. It is VERY important supervisors pay close attention to each employee request since updating employees who are also supervisors will also impact subordinates assigned to an employee.

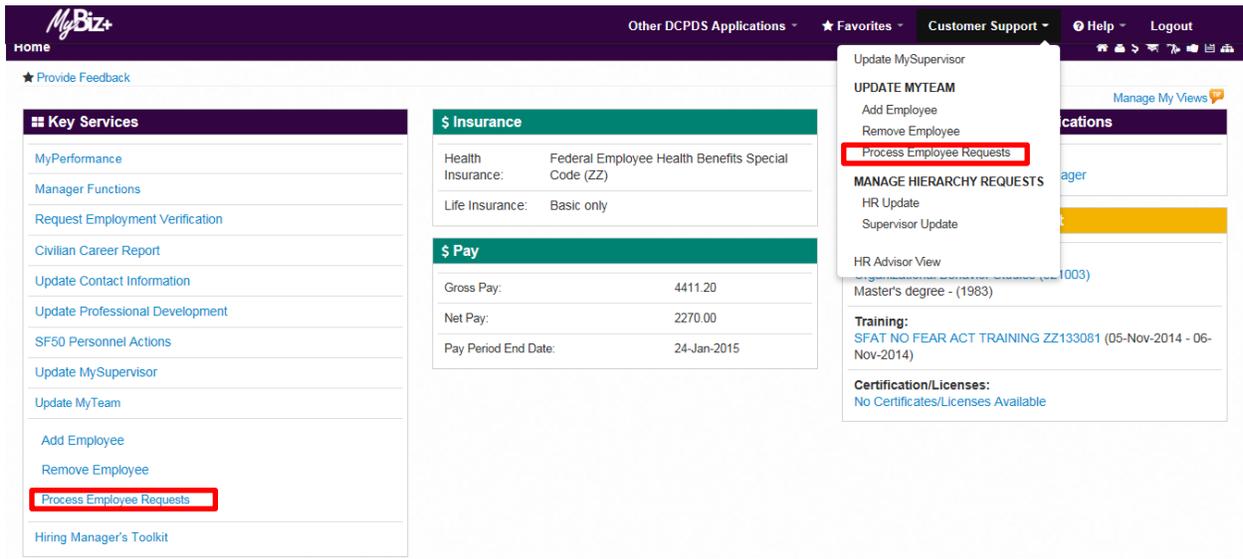


Figure 1 – MyBiz+ Homepage

Viewing MySupervisor Requests

Information relating to your employee requests displays. To update a specific employee request, select the Confirmation Number located in the first column. In this example, Confirmation Number 00023 is selected.

Notes:

1. You can search for specific information in any of the search boxes located on this page.
2. HRO form will include additional human resources related information.

The screenshot shows the MyBiz+ interface for viewing supervisor requests. The page title is 'Viewing MySupervisor Requests (for Supervisor)'. Below the title, there is a search bar and a table of requests. The table has the following columns: Confirmation Number, Employee (Requester), Position Name, PP-Series-Grade, Organization, Request Date, and Request Status. The first row of data shows a Confirmation Number of 00023, Employee (Requester) AIF Iwuj, Zojim Q, Position Name T1956 SUPERVISORY HISTORIAN.553263.AF03 APPR, PP-Series-Grade GS-0170-13, Organization AF OP TST EVAL CTR, Request Date 21-Aug-2015, and Request Status WORKING. The Confirmation Number '00023' is highlighted with a red box.

Confirmation Number	Employee (Requester)	Position Name	PP-Series-Grade	Organization	Request Date	Request Status
00023	AIF Iwuj, Zojim Q	T1956 SUPERVISORY HISTORIAN.553263.AF03 APPR	GS-0170-13	AF OP TST EVAL CTR	21-Aug-2015	WORKING

Figure 2 – Viewing MySupervisor Requests (for Supervisor)

Processing MySupervisor Request

After selecting the Confirmation Number, the Process Request form displays.

This form contains 2 sections:

1. Employee Information section contains information on the employee requesting your assistance.
Important: Notice in the Number of Subordinates row, this employee currently supervises 2 employees therefore updating this request will automatically add this employee plus the 2 subordinate employees to your team.
2. Supervisor Information Section
 - a. Current Supervisor region contains information about employee's current supervisor.
 - b. New Supervisor region contains information about you.

To add this employee and subordinates (if any) to your team, select Update.

Notes:

1. If you received an employee request from someone not on your team, select the Reject button. A MyBiz+ Notification and email containing this information will automatically generate to the parties listed below.
2. HROs will select the Change Supervisor button (located on the HRO version of this form) for those employee requests containing an erroneously identified supervisor. HROs will search for the correct supervisor and update accordingly. MyBiz+ Notifications and emails containing information about this change will automatically generate to the employee requesting assistance, the previous supervisor, supervisor identified by employee and the new supervisor.

The screenshot shows a web form titled 'Process Request' for viewing MySupervisor Requests. At the top, it identifies the Employee as Tuiju U. AIF Lojgg, YYY, the Supervisor as MT-SECofAF S. Taylor, and the Organization as AF INSPECTION AG. The Confirmation Number is 000023 and the Request Date is 21-Aug-2015. The form is divided into two main sections: 'Employee Information' and 'Supervisor Information'. The 'Employee Information' section lists: Employee: Zojjim Q. AIF Iwuj; Position: T1958 SUPERVISORY HISTORIAN 553263 AF03 APPR; PP-Series-Grade: GS-0170-13; Organization: AF OP TST EVAL CTR; Work Phone Number: 9693817571; Work Email Address: [redacted]; Number of subordinates: 2. The 'Supervisor Information' section is split into 'Current Supervisor' and 'New Supervisor'. Current Supervisor: MT-SECofAF S. Taylor; Position: DPEX0007 SECRETARY OF THE AIR FORCE MLT 455904 AF13 APPR; PP-Series-Grade: EX-0301-02; Organization: U S AIR FORCE HQ; Work Phone Number: [redacted]; Work Email Address: [redacted]; Number of Subordinates: 14015. New Supervisor: Tuiju U. AIF Lojgg, YYY; Position: B8996 SUJIV PROGRAM OVERSIGHT AND COMPLIANCE INSPECTOR 555187 AF02 APPR; PP-Series-Grade: GS-1901-15; Organization: AF INSPECTION AG; Work Phone Number: 9693817604; Work Email Address: [redacted]; Number of Subordinates: 0. Below the information, a message states: 'Select the Reject button, if you are not the correct supervisor. By selecting Update, Zojjim Q. AIF Iwuj and total number of 2 subordinates listed will be added to your team.' The 'Request Status' is set to 'WORKING' with a 'No Action Required' checkbox. At the bottom right, there are buttons for 'Cancel', 'Save and Return', 'Update' (highlighted with a red box), and 'Reject'. A footer link reads: 'Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts'.

Figure 3 – Process Employee Request for Assistance

Sample - Processing MySupervisor Request Confirmation Notice

After selecting Update, a Confirmation page displays containing specific information relating to this request. All future updates relating to this request will contain this confirmation number.

The screenshot shows a 'Confirmation' page with the Confirmation Number 000023. It states: 'An email and a MyBiz+ Notification were sent to:'. Below this, it lists the following details: Employee: Zojjim Q. AIF Iwuj; Previous Supervisor: MT-SECofAF S. Taylor; New Supervisor: Tuiju U. AIF Lojgg, YYY. A note at the bottom says: 'MyBiz+ Notifications containing this information can be found in the MyBiz+ Homepage, notifications area.' At the bottom right, there are two buttons: 'Return to Manage Hierarchy Request Page' and 'Return to MyBiz+ Home Page'. A footer link reads: 'Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts'.

Figure 4 – Confirmation Page

Sample - Processing MySupervisor Request MyBiz+ Notification

A MyBiz+ Notification, available on the MyBiz+ Homepage (top right hand side) indicating update was processed will be sent to the following parties :

- Employee requesting assistance
- Previous Supervisor – in this example, the employee was erroneously assigned to the wrong supervisor
- New Supervisor – this is the employee’s correct supervisor

Notification Detail

Title:	Change of Supervisor Notice (Confirmation Number: 000023)
Description:	A change of supervisor request was processed for the Employee listed below. <ul style="list-style-type: none">• Employee: Zojjim Q. AIF lwuj• Previous Supervisor: MT-SECofAF S. Taylor• New Supervisor: Tuijtu U. AIF Lojjigg, YYY
Notification Expiration Date:	19-Nov-2015
Action:	<input type="button" value="Inactivate"/>

Figure 5 – MyBiz+ Notification Detail

Sample - Processing MySupervisor Request Email

Again, the three parties listed below will receive the following email indicating the request was processed.

Notes:

1. Previous Supervisor will only display if employee is currently assigned to a team.
2. Previous Supervisor will only receive email if their work email address is in DCPDS.

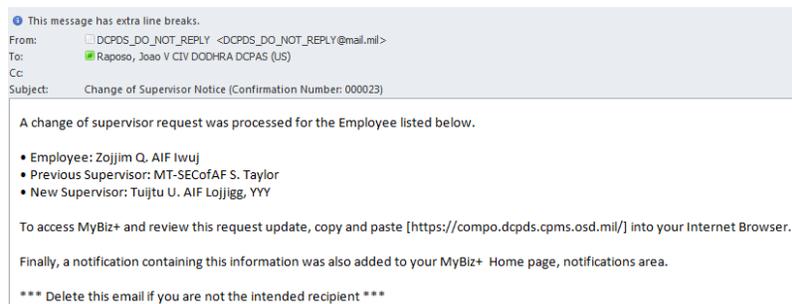


Figure 7 – Change of Supervisor Email Notice

Employee Logs In to Verify Notification and Update

Finally, after you receive a MyBiz+ Notification and email indicating your supervisor processed your request, log into MyBiz+ and navigate to any page to verify this update.

In this example, the employee selected the Personal page to view their supervisor information in the header section of the page.

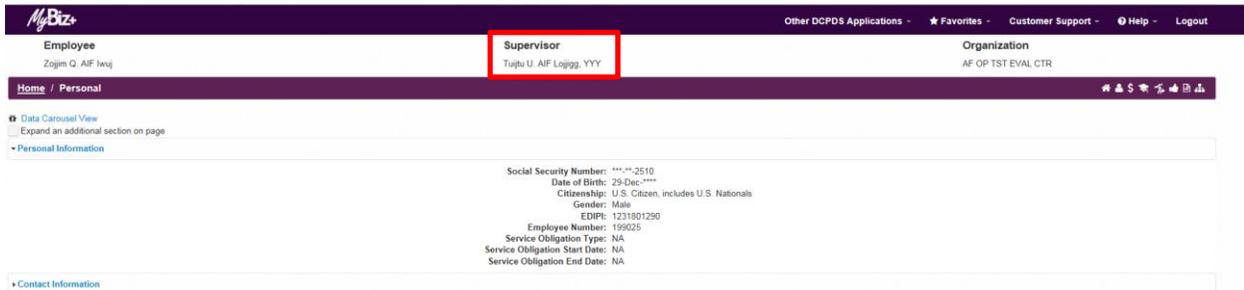


Figure 8 – MyBiz+ Homepage

Add Employee Process

Supervisors will access the MyBiz+ Homepage to manage their team's information by selecting the following functions listed in both the Customer Support or Key Services View:

- Add Employee - allows supervisors to add missing employees to their team
- Remove Employee – allows supervisors to reassign employees from their team to another supervisor's team. You should coordinate this move with the employee's current supervisor.

Lets first select, the Add Employee function.

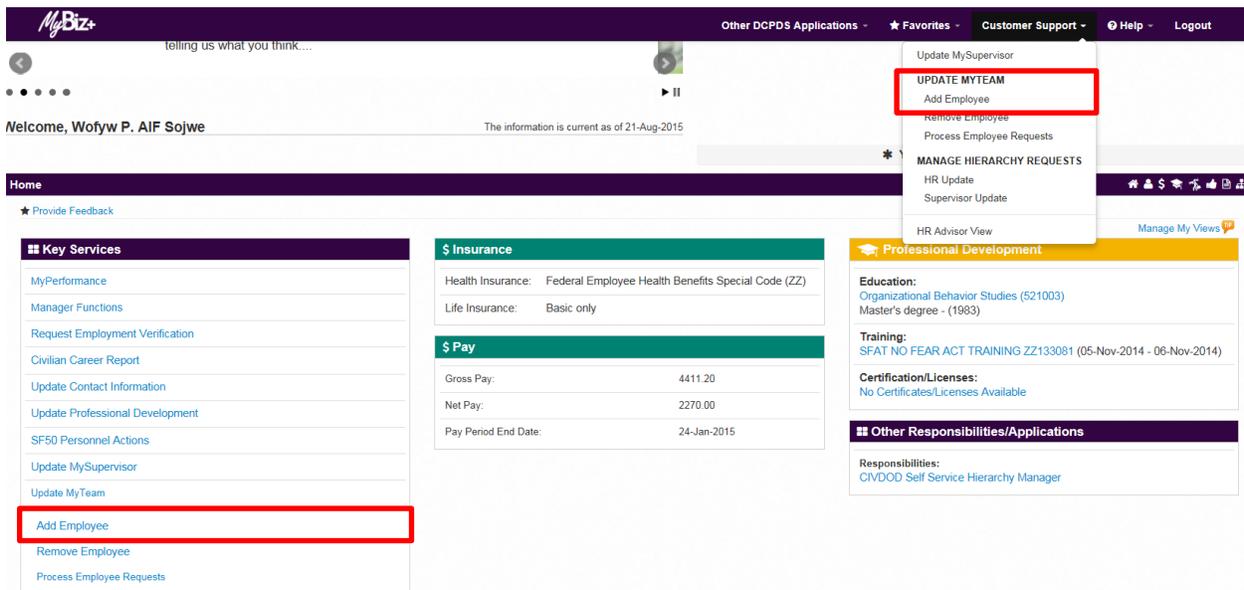


Figure 9 – MyBiz+ Homepage

From the Add Employee page, you must first Enter/Validate your work email address. Again, since this process depends on email addresses to forward information to employees and supervisors, it is important to complete this step before continuing.

The screenshot shows the 'Add Employee' page. At the top, it identifies the Employee as Wofyw P. AIF Sojwe and the Supervisor as AF OP TST EVAL CTR. Below this, there are instructions: "Follow the instructions below to Add an Employee to your team. To Remove an employee from your team, select the toggle button 'Remove Employee from MyTeam'." A red box highlights the input fields for "Enter/Validate your work email address" (containing 'Sojwefac.luc@mail.mil') and "Enter/Validate your work phone number" (containing '210-555-6555'). Below these fields is a search section for "Enter New Employee's Name" with a search button and a table with columns: Select, Name, Organization, Work Email Address, Work Phone, Current Supervisor, and Current Supervisor Work Email Address. The table contains one row with the text "Enter employee name to search". At the bottom right are 'Cancel' and 'Continue' buttons.

Figure 10 – MyBiz+ Homepage

To search for (add) your missing employee, enter the employee’s whole or partial Last Name, First Name Middle Initial.

Notes:

1. Review all of the information pertaining to this employee prior to adding.
 - a. If this employee is a supervisor, you will automatically assign this employee’s subordinate employees to your team.
2. If this employee is currently assigned to another supervisor (see supervisor listed in the Current Supervisor column), you must coordinate, with the current supervisor prior to adding this employee (and subordinates) to your team.
3. If search does not retrieve your employee, contact your servicing HR Office.

In this example, employees with last names starting with AIF display.

To search, enter the whole or partial Last Name, First Name Middle Initial. For example, to search for Jose Smith, enter: Smith, Smith J or Smith, Jos.

*Enter New Employee's Name:

Select the radio button to choose the correct employee. By selecting Continue, the employee will be added to your team.

Select	Name	Organization	* Work Email Address	Work Phone	Current Supervisor	* Current Supervisor Work Email Address
<input type="radio"/>	AIF Gsinhim, Rj, Xojp O	89 COMMUNICATIONS SQ	<input type="text"/>	462-532-4400	Hsoamo H. AIF AJDYPPUJ	<input type="text"/>
<input type="radio"/>	AIF AMT, DAHGSA	97 AIR MOBILITY WG	<input type="text"/>		Upumo AIF Hyhg	<input type="text"/>
<input type="radio"/>	AIF Abameom, Noyon N	AF COST ANA AG	<input type="text"/>	4261942077	Gsinoh X. AIF Niu	<input type="text"/>
<input type="radio"/>	AIF Ae, Dojjum O	319 FORCE SUPPORT SQ	<input type="text"/>		MT-SECofAF S. Taylor	<input type="text"/>
<input type="radio"/>	AIF Aelaj, Zapung	97 LOGISTICS READINES SQ	<input type="text"/>	9368321020	Cloudey Today	<input type="text"/>
<input type="radio"/>	AIF Agg, Jyxsowj Wuom	33 NETWORK WARFARE SQ	<input type="text"/>	7265004707	Nimyqo AIF Pawzjzbh	<input type="text"/>
<input type="radio"/>	AIF Agguj, Wuom D	AF RESEARCH LAB	<input type="text"/>		MT-SECofAF S. Taylor	<input type="text"/>
<input type="radio"/>	AIF Ajgb, YYY, Xoip U	AF RESEARCH LAB	<input type="text"/>		Vjomq R. AIF Tyojwymj, RJ	<input type="text"/>
<input type="radio"/>	AIF Ajjagyo, Zyom	86 CIVIL ENGINEER SQ	<input type="text"/>		MT-SECofAF S. Taylor	<input type="text"/>
<input type="radio"/>	AIF Ajwyopub, Fyjlymyo	502 FORCE SUPPORT SQ	<input type="text"/>		MT-SECofAF S. Taylor	<input type="text"/>

Figure 11 – Add Employee Search

Select the radio button next to your employee’s Name.

Since this process will utilize emails to document and communicate information with all parties, if not already properly entered, you must enter work email addresses for both your employee and their current supervisor.

Select the radio button to choose the correct employee. By selecting Continue, the employee will be added to your team.

Select	Name	Organization	* Work Email Address	Work Phone	Current Supervisor	* Current Supervisor Work Email Address
<input checked="" type="radio"/>	AIF Gsinhim, Rj, Xoip O	89 COMMUNICATIONS SQ	<input type="text"/>	462-532-4400	Hsoamo H. AIF AJDYPPUJ	<input type="text"/>

Figure 12 – Add Employee Select Employee

In this example, EMPfirst.last@mail.com was entered as the employees email and SUPVfirst.last@mail.mil was entered as the current supervisors email address.

Select Continue after information is complete.

Select	Name	Organization	* Work Email Address	Work Phone	Current Supervisor	* Current Supervisor Work Email Address
<input type="radio"/>	AIF Gsinlhim, Rj, Xojo O	89 COMMUNICATIONS SQ	EMP email address	482-532-4400	Hsoamo H. AIF AJDYPPUJ	SUPV email address

Figure 13 – Add Employee Work Email Address

Sample - Add Employee Warning Page

Prior to adding this employee, the warning page allows you to review the number of subordinates currently assigned to this employee prior to updating.

By selecting Update, this employee and existing subordinates will also be added to your team.

Home Add Employees Warning

Update MyTeam Warning - Add Employee

Important: Exercise caution when adding an employee to your team.

By selecting the 'Update' button, Xojp O. AIF Gsinlhim, Rj and 3 subordinates will be added to your team.

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

Figure 14 – Add Employee Warning Page

Sample - Add Employee Confirmation Page

After selecting Update, a Confirmation page displays stating the Employee listed below was added to your team. Both MyBiz+ Notifications and emails documenting this update will generate to all parties listed below.

Home Add Employees Confirmation

Update MyTeam Confirmation Number 000024 – Add Employee

The Employee listed below was added to your team.

An email and a MyBiz+ Notification were sent to:

- Employee: Xojp O. AIF Gsinlhim, Rj
- Previous Supervisor: Hsoamo H. AIF AJDYPPUJ
- New Supervisor: Wolyle P. AIF Sojwe

MyBiz+ Notifications containing this information can be found in the MyBiz+ Homepage, notifications area.

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

Figure 15 – Add Employee Confirmation Page

Sample - Add Employee MyBiz+ Notification and Email

Again, a MyBiz+ Notification, now available on the MyBiz+ Homepage (top right hand side) and emails indicating the Add update was processed was sent to the following parties:

- Employee
- Previous Supervisor – in this example, the employee was assigned to an incorrect supervisor

- New Supervisor – this is the employees correct supervisor

Sample - Add Employee MyBiz+ Notification

All parties will access MyBiz+ Notification to view information relating to this Add update.

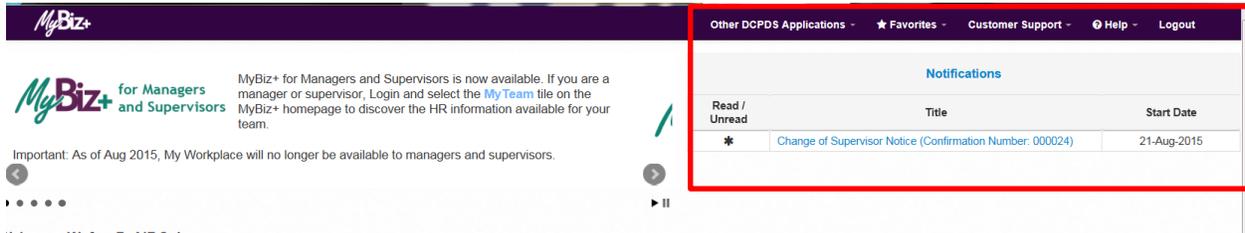


Figure 16 – MyBiz+ Homepage Notifications

By selecting the Title, the Notification Detail will display.

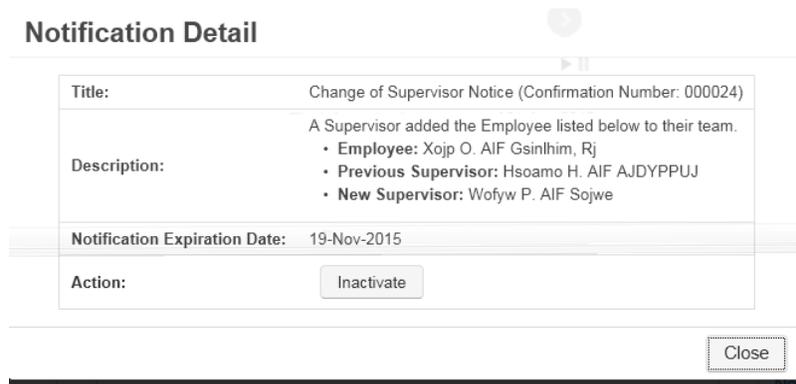


Figure 17 – Notification Detail

Sample - Add Employee Email

Again, all three parties will receive the following email indicating this request was processed.

Notes:

1. Previous Supervisor will only display if employee is currently assigned to a team.
2. Previous Supervisor will only receive email if their work email address is in DCPDS.

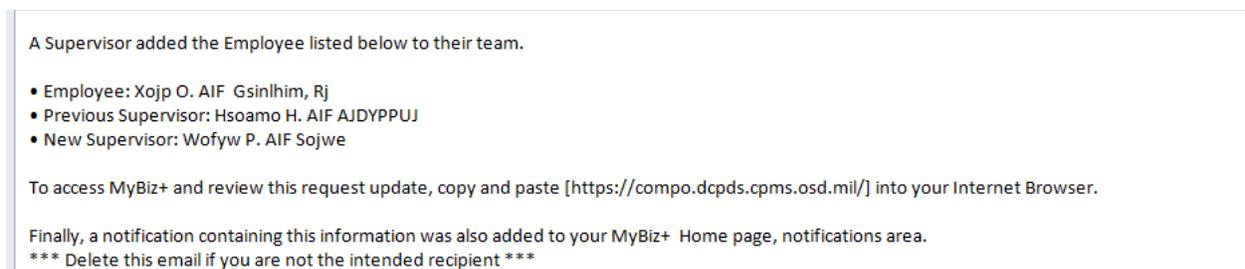


Figure 18 – Add Employee Request Processed Email

Remove Employee (Assign to New Supervisors) Process

Supervisors will access the MyBiz+ Homepage to manage their teams information by selecting the following functions listed in both the Customer Support or Key Services View:

- Add Employee - allows supervisors to add missing employees to their team
- Remove Employee – allows supervisors to reassign employees from their team to another supervisor’s team. All reassignments must be coordinated with the employee’s correct supervisor.

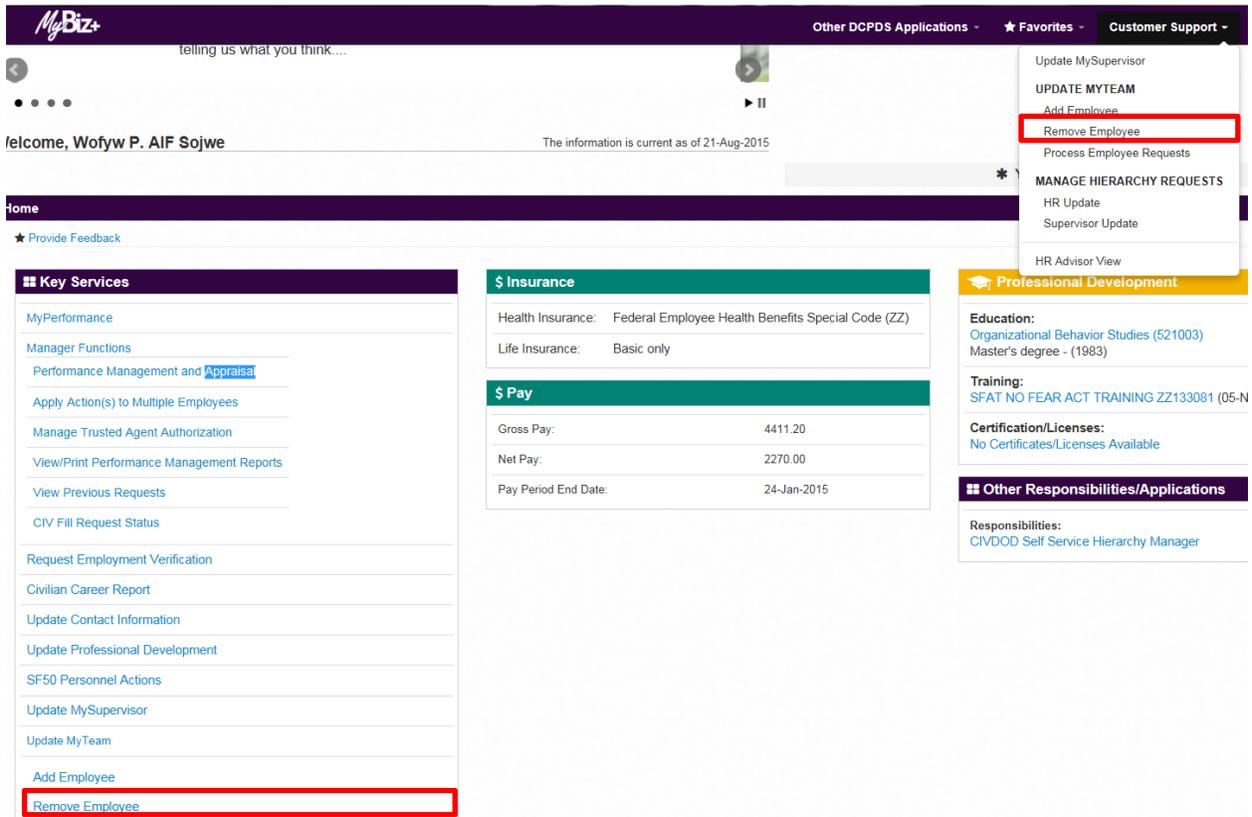


Figure 19 – MyBiz+ Homepage

The Remove Employee process will not allow you to simply remove an employee from your team. This process requires you to assign the employee and subordinates (if applicable) to the correct supervisor.

Just like the Add Employee process, the Remove Employee page requires you to enter/validate your work email address. Again, since this process depends on email addresses to document and communicate information to employees and supervisors, you must add this information prior to completing this process.

Also, note the Remove Employee process automatically displays employees currently assigned to your team.

Employee: Wofyw P. AIF Sojwe
Supervisor:
Organization: AF OP TST EVAL CTR

Home / Remove Employee

* = Required
Follow the instructions below to Remove an Employee from your team. To add an employee to your team, select the toggle button "Add Employee to MyTeam".

Prior to updating your team, enter your information below.
* Enter/Validate your work email address: joao.v.raposo.civ@mail.mil
Enter/Validate your work phone number: 210-555-5555

Employees listed below are currently assigned to your team. Select the radio button to remove an employee from your team. By selecting Continue, you will search for this employee's new supervisor.

Select	Name	Organization	* Work Email Address	Work Phone
<input type="radio"/>	AIF Gsinlhim, Rj, Xoip O	89 COMMUNICATIONS SQ		462-532-4400
<input type="radio"/>	AIF Maomuh, Hahom U	AF INSPECTION AG		9693817711
<input type="radio"/>	AIF Timbopub, Rismme	802 FORCE SUPPORT SQ		

Cancel Continue

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts

Employees assigned to your team.

Figure 20 – Remove Employee

To remove an employee currently assigned to your team, select the radio button next to the employee's Name. Prior to removing an employee, you must assign this employee to the correct supervisor.

Notes:

1. Review all of the information pertaining to this employee prior to removing.
 - a. If this employee is a supervisor, you will automatically reassign subordinate employees to the new supervisor's team.
 - b. You must coordinate adding this employee to the new supervisor's team prior to removing this employee from your team.
2. If the search does not retrieve the new supervisor for this employee, contact the supervisor directly.

You must enter the employee work email address.

Updating employee's work email address will not permanently store this information in the employee's DCPDS record.

When information is complete, select Continue.

Select	Name	Organization	* Work Email Address	Work Phone
<input checked="" type="radio"/>	AIF Gsinhim, Rj, Xojo O	89 COMMUNICATIONS SQ	<input type="text"/>	462-532-4400
<input type="radio"/>	AIF Maomuh, Hahom U	AF INSPECTION AG	<input type="text"/>	9693817711
<input type="radio"/>	AIF Timbopub, Rismme	802 FORCE SUPPORT SQ	<input type="text"/>	

[Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts](#)

Figure 21 – Remove Employee

After selecting Continue, you must search for the employee's new supervisor's full or partial Last Name, First Name Middle Initial.

Tips:

1. Enter at least one character of the new supervisor's Last Name.
2. Ensure a comma is added between the Last Name and First Name.
3. Contact the new supervisor directly to obtain assistance if the new supervisor's name does not display.

In this example, the employee is erroneously assigned to the wrong supervisor; therefore, the current (incorrect) supervisor will search for the employee's correct supervisor.

* = Required

To search, enter the whole or partial Last Name, First Name Middle Initial. For example, to search for Jose Smith, enter: Smith, Smith J or Smith, Jos.

*Enter New Supervisor's Name:

Select	Name	Organization	* Work Email Address	Work Phone
No matching records found. Write in the supervisor's name in the field below.				

Figure 22 – Remove Employee

A list of supervisors meeting the search criteria displays.

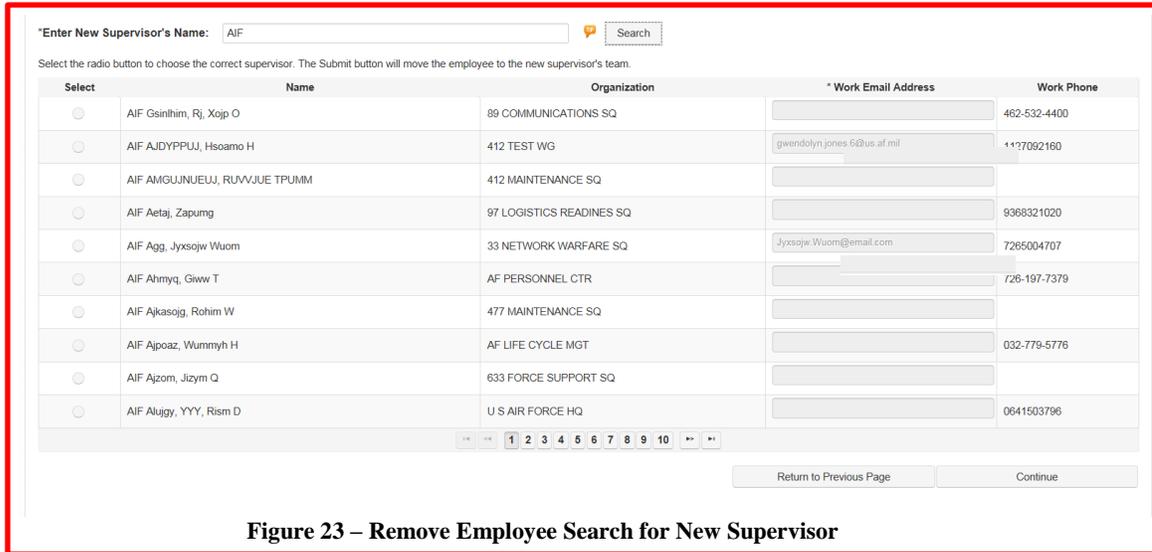


Figure 23 – Remove Employee Search for New Supervisor

Select the radio button next to the new supervisor's Name. Again, since a work email address is not listed for this supervisor, you must enter the work email address as this process will utilize emails to document and communicate information to the employee, new supervisor and previous supervisor.

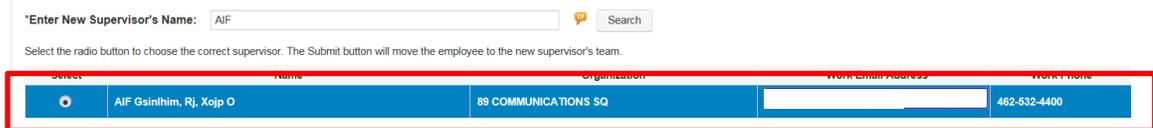


Figure 24 – Remove Employee Select New Supervisor

Sample - Remove Employee (Assign to New Supervisor) Warning Page

Prior to removing this employee from your team and adding them to the new supervisor's team, a warning page displays.

The warning page will include the number of subordinates being reassigned with this employee to the new supervisor's team.

By selecting Update, this employee and existing subordinates will be added to the new supervisor's team.



Figure 25 – Remove Employee Warning Page

Sample - Remove Employee (Assign to New Supervisor) Confirmation

After selecting Update, a Confirmation page displays stating the employee listed below was moved from your team to the New Supervisor. Both MyBiz+ Notifications and emails documenting this update will generate to the parties listed below.

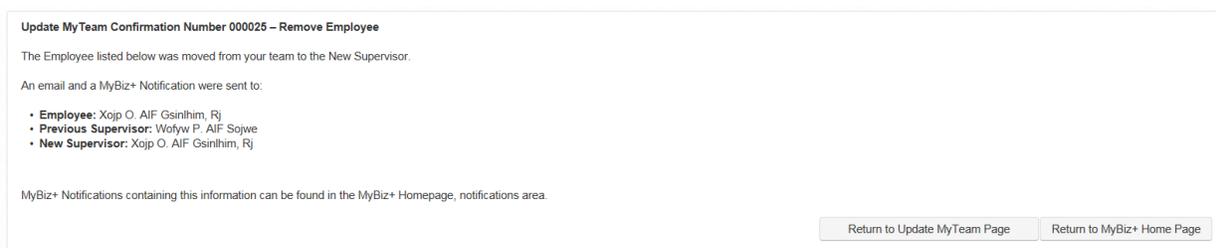


Figure 26 – Remove Employee Confirmation Page

Remove Employee (Assign to New Supervisor) Notification and Email

A MyBiz+ Notification (referencing the same Confirmation Number on the Confirmation page) is available on the MyBiz+ Homepage. These notifications will automatically be available in MyBiz+ Notification (top right hand corner) to the parties listed below:

- Employee
- Previous Supervisor – in this example, the employee was assigned to an incorrect supervisor
- New Supervisor – this is the employee’s correct supervisor

Sample - Remove Employee (Assign to New Supervisor) MyBiz+ Notification

Select the Notification title to view additional Notification Details pertaining to your request for supervisor assistance.

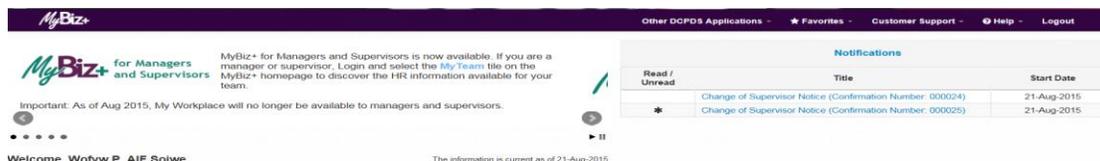


Figure 27 – MyBiz+ Homepage, Notification

The Notification Detail includes additional information about your request for supervisor assistance. Your new supervisor must process this request within 30 days. The parties listed will receive another MyBiz+ Notification when your supervisor processes your request.

Notification Detail

Title:	Change of Supervisor Notice (Confirmation Number: 000025)
Description:	A Supervisor added the Employee listed below to the New Supervisor's team. <ul style="list-style-type: none">• Employee: Xojp O. AIF Gsinlhim, Rj• Previous Supervisor: Wofyw P. AIF Sojwe• New Supervisor: Xojp O. AIF Gsinlhim, Rj
Notification Expiration Date:	19-Nov-2015
Action:	<input type="button" value="Inactivate"/>

Figure 28 – MyBiz+ Notification Detail

Sample - Remove Employee (Assign to New Supervisor) Email

Again, parties listed below will receive the following email indicating a Supervisor added the Employee listed to the New Supervisor's team.

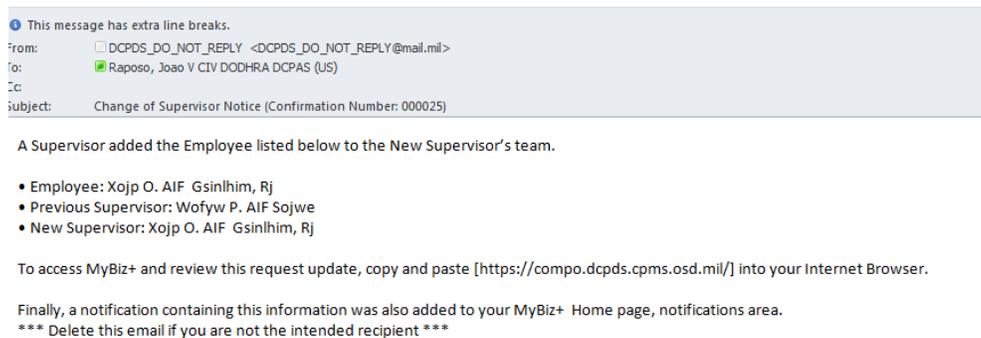


Figure 29 – Change of Supervisor Email Notice

Summary

Employees and supervisors are always encouraged to access the MyBiz+ Homepage, Provide Feedback link and provide feedback on any MyBiz+ product or service!

Other MyBiz+ training information, to include employee and supervisor training simulations are available on the MyBiz+ Homepage, Help.