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

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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.

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, supervisee identified by employee and the new supervisor.

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.
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

<table>
<thead>
<tr>
<th>Title:</th>
<th>A change of supervisor request was processed for the Employee listed below.</th>
</tr>
</thead>
</table>
| Description: | Employee: Zajim Q. AIF Hwaj  
Previous Supervisor: MT-SECoRAF S. Taylor  
New Supervisor: Tutju U. AIF Lejigg, YYY |
| Notification Expiration Date: | 15-Nov-2015 |
| Action: | 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.

Let’s first select, the Add Employee function.

![Figure 9 – MyBiz+ Homepage](image)

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.
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.

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.
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.

![Figure 13 – Add Employee Work Email Address](image)

**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.

![Figure 14 – Add Employee Warning Page](image)

**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.

![Figure 15 – Add Employee Confirmation Page](image)

**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 employee's correct supervisor

Sample - Add Employee MyBiz+ Notification

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

![MyBiz+ Homepage Notifications]

**Figure 16 – MyBiz+ Homepage Notifications**

By selecting the Title, the Notification Detail will display.

![Notification Detail]

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

![Add Employee Request Processed Email]

**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.

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.

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.

A list of supervisors meeting the search criteria displays.
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.

**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.
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.

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.

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**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Change of Supervisor Notice (Confirmation Number: 000025)</th>
</tr>
</thead>
</table>
| Description: | A Supervisor added the Employee listed below to the New Supervisor’s team.  
  - **Employee:** Xojo P. AfGininhim, Rj  
  - **Previous Supervisor:** Wolwy P. AlF Sojwe  
  - **New Supervisor:** Xojo P. AfGininhim, Rj |
| Notification Expiration Date: | 19-Nov-2015 |
| Action: | Inactivate |

**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.

```
This message has extra line breaks.

From: DORGE, DORGE, DORGE, DORGE DO NOT REPLY@myBiz+mail.com
To: Employs, John; CTHH, DORGE, DORGE, DORGE

Subject: Change of Supervisor Notice (Confirmation Number 000025)

A Supervisor added the Employee listed below to the New Supervisor’s team.

- **Employee:** Xojo P. AfGininhim, Rj  
- **Previous Supervisor:** Wolwy P. AlF Sojwe  
- **New Supervisor:** Xojo P. AfGininhim, Rj

To access MyBiz+ and review this request update, copy and paste [https://compo.dpd.co.mysite.com/](https://compo.dpd.co.mysite.com/) into your Internet Browser.

Finally, a notification containing this information was also added to your MyBiz+ Home page, notifications area.

*** Delete this email if you are not the intended recipient ***
```

**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.