



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

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



<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), Defense Logistics Agency (DLA) and Washington Headquarters Services (WHS) 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.

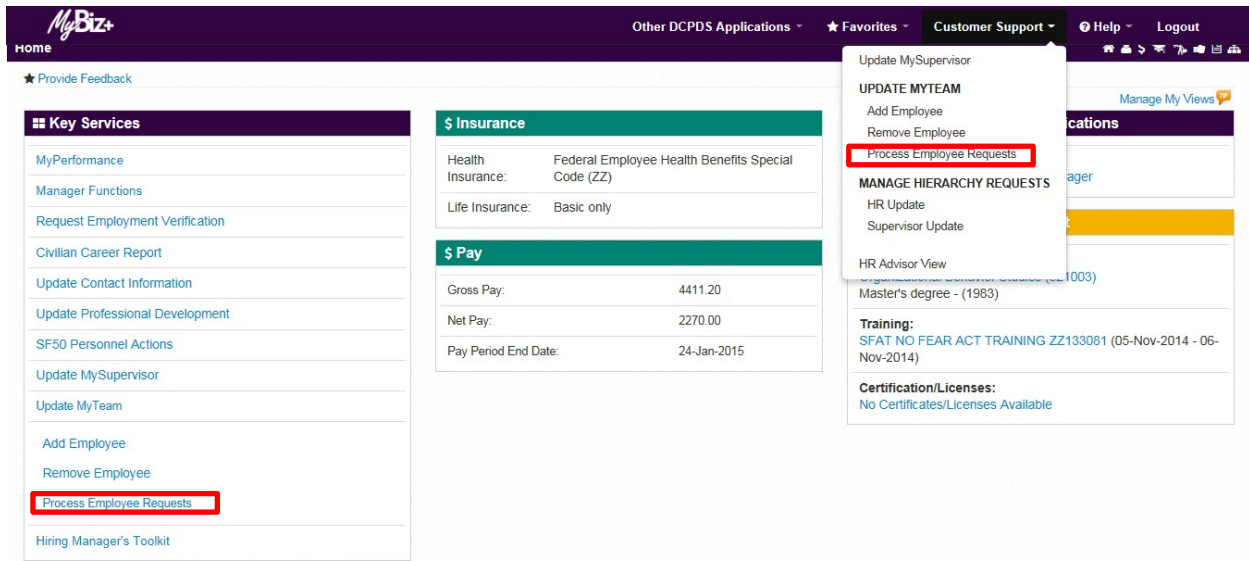


Figure 1 – MyBiz+ Homepage

Viewing MySupervisor Requests

Information relating to your employee requests display. 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. The Human Resources Office (HRO) form will include additional human resources related information.

Export to Excel (CSV)

Confirmation Number	Employee (Requester)	Position Name	PP-Series-Grade	Organization	Request Date	Request Status
000023	AIF First Name, Last Name	T1959 SUPERVISORY HISTORIAN.553263.AF03 APPR	GS-0170-13	AF OP TST EVAL CTR	21-Aug-2015	WORKING

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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 those 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, and the new supervisor identified by the employee.
3. Save and Return will not process this update and therefore emails and notifications will not generate.

Employee	Supervisor	Organization
First Name, Last Name	First Name, Last Name	AF INSPECTION AG

Home / Viewing My Supervisor Requests (for Supervisor) / Process Request

Confirmation Number: 000023 Request Date: 21-Aug-2015

Employee Information	
Employee:	First Name, Last Name
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:	
Number of subordinates:	2

Supervisor Information	
Current Supervisor:	First Name, Last Name
Position:	DPLX0007 SELCRN1AKY OF THE AIR FORCE MLT 455904 AF13 APPR
PP-Series-Grade:	EX-0301-02
Organization:	U S AIR FORCE HQ
Work Phone Number:	
Work Email Address:	
Number of Subordinates:	14015
New Supervisor:	First Name, Last Name
Position:	B8966 SUPV 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:	
Number of Subordinates:	0

Select the Reject button, if you are not the correct supervisor. By selecting Update, Zojjim Q. AIF lwuj and total number of 2 subordinates listed will be added to your team.

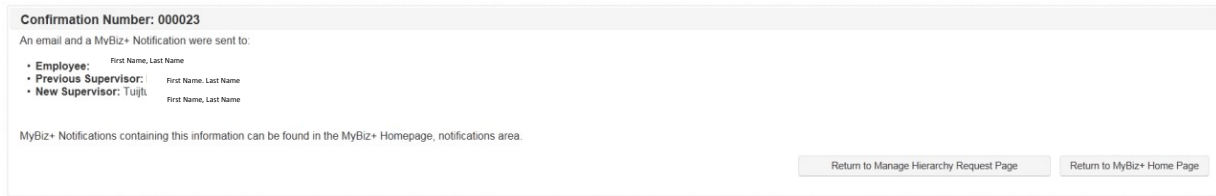
Request Status: No Action Required

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Figure 3 – Process Employee Request for Assistance

Sample - Processing MySupervisor Request Confirmation Notice

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



Confirmation Number: 000023

An email and a MyBiz+ Notification were sent to:

- **Employee:** First Name, Last Name
- **Previous Supervisor:** First Name, Last Name
- **New Supervisor:** Tujiti, First Name, Last Name

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

[Return to Manage Hierarchy Request Page](#) [Return to MyBiz+ Home Page](#)

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

Figure 4 – Confirmation Notice

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:

- 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: <small>First Name, Last Name</small>• Previous Supervisor: <small>First Name, Last Name</small>• New Supervisor: <small>First Name, Last Name</small>
Notification Expiration Date:	19-Nov-2015
Action:	<input type="button" value="Inactivate"/>

Inactive button will remove a notification from the MyBiz+ Notifications section.



Figure 5 – MyBiz+ Notification Detail

Sample - Processing MySupervisor Request Email

Again, the three employees 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.

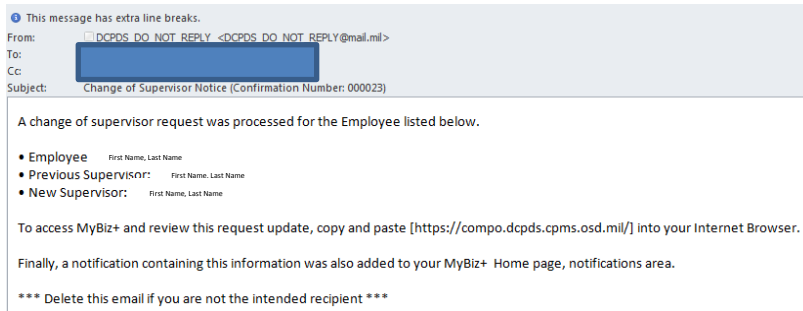


Figure 7 – Change of Supervisor Email Notice

Supervisors (and Employees) Log In to Verify Notification and Update

Finally, after processing this request, log into MyBiz+ and navigate to the MyTeam Page to verify the employee was added to your Team.

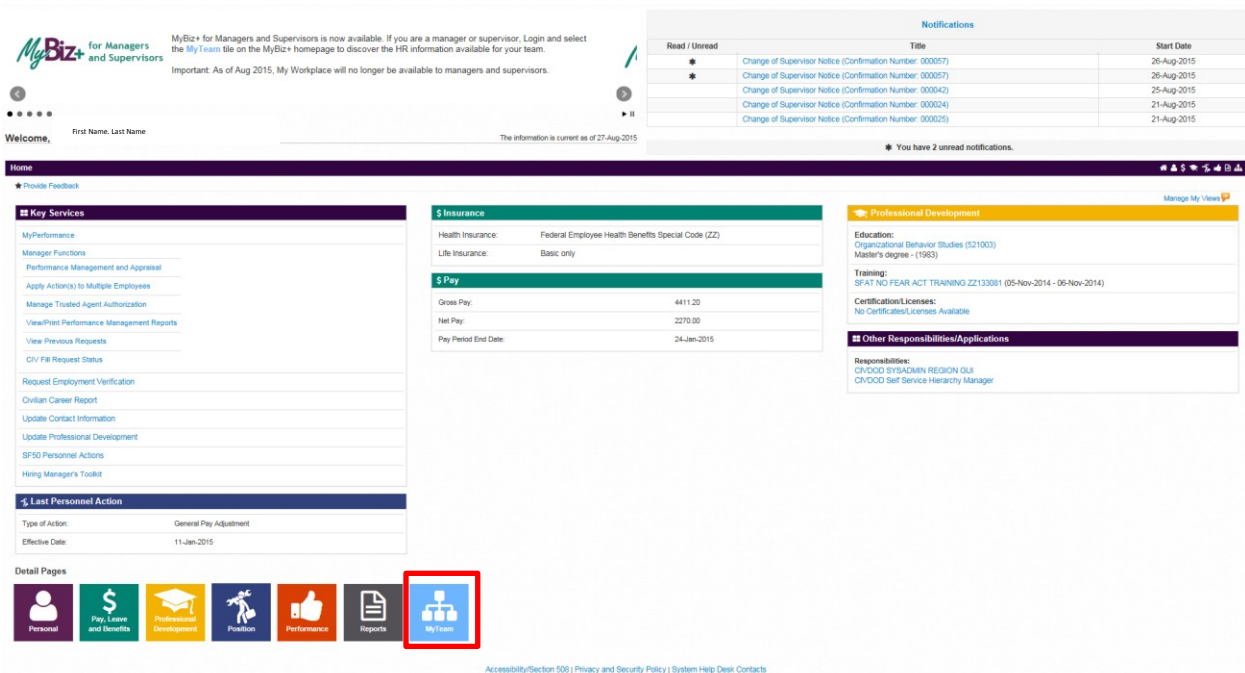


Figure 8 – MyBiz+ Homepage

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.

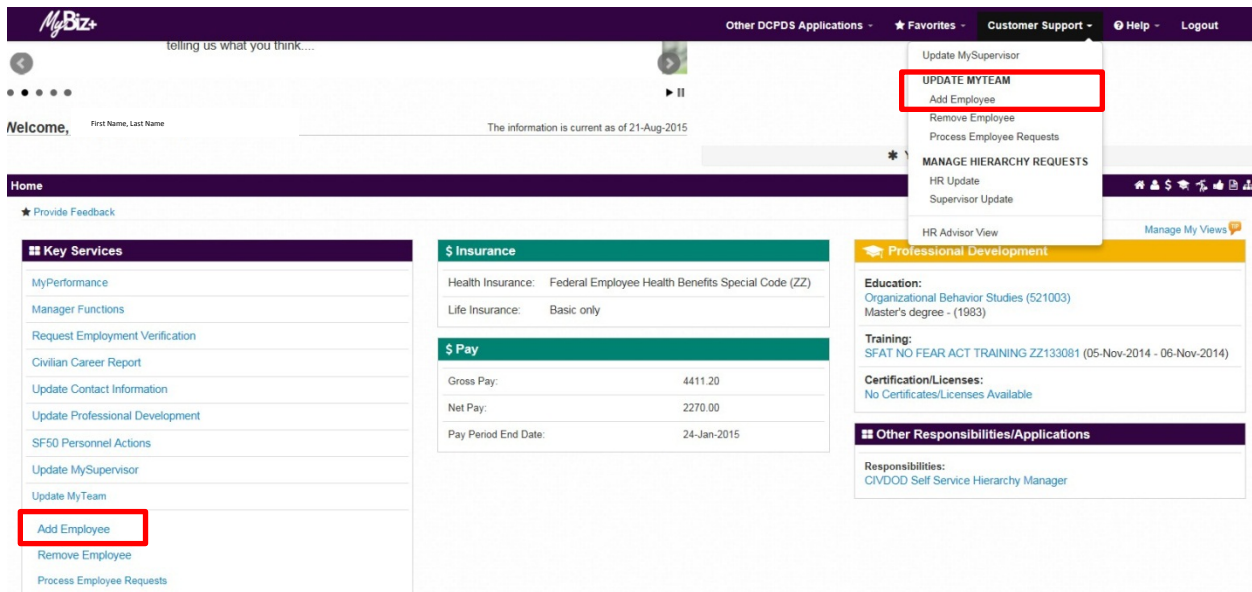


Figure 9 – MyBiz+ Homepage

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.

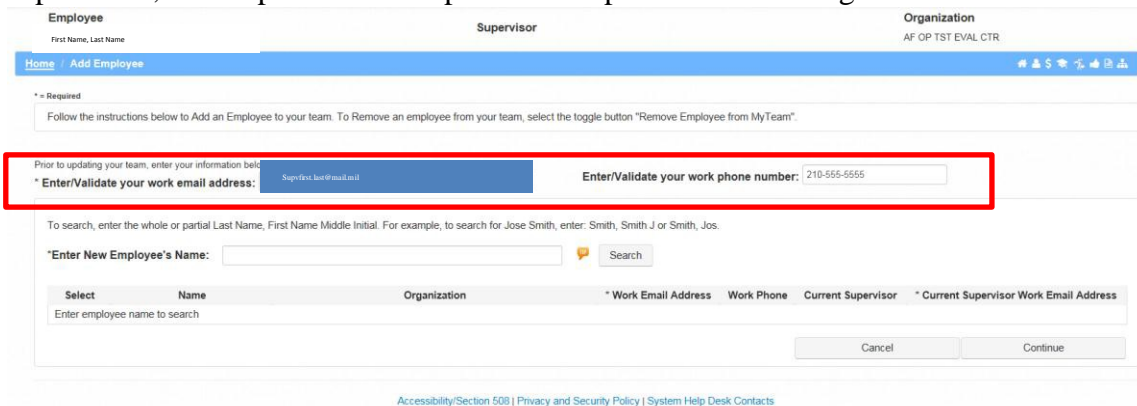


Figure 10 – MyBiz+ Homepage

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 [Redacted]	89 COMMUNICATIONS SQ	<input type="text"/>	462-532-4400	[Redacted]	<input type="text"/>
<input type="radio"/>	AIF [Redacted]	97 AIR MOBILITY WG	<input type="text"/>		[Redacted]	<input type="text"/>
<input type="radio"/>	AIF [Redacted]	AF COST ANA AG	<input type="text"/>	4261942077	[Redacted]	<input type="text"/>
<input type="radio"/>	AIF [Redacted]	319 FORCE SUPPORT SQ	<input type="text"/>		[Redacted]	<input type="text"/>
<input type="radio"/>	AIF [Redacted]	97 LOGISTICS READINES SQ	<input type="text"/>	9368321020	[Redacted]	<input type="text"/>
<input type="radio"/>	AIF [Redacted]	33 NETWORK WARFARE SQ	<input type="text"/>	7265004707	[Redacted]	<input type="text"/>
<input type="radio"/>	AIF [Redacted]	AF RESEARCH LAB	<input type="text"/>		[Redacted]	<input type="text"/>
<input type="radio"/>	AIF [Redacted]	AF RESEARCH LAB	<input type="text"/>		[Redacted]	<input type="text"/>
<input type="radio"/>	AIF [Redacted]	86 CIVIL ENGINEER SQ	<input type="text"/>		[Redacted]	<input type="text"/>
<input type="radio"/>	AIF [Redacted]	502 FORCE SUPPORT SQ	<input type="text"/>		[Redacted]	<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 employees, 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"/>	First Name, Last Name	89 COMMUNICATIONS SQ	<input type="text"/>	462-532-4400	First Name, Last Name	<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"/>	First Name, Last Name	89 COMMUNICATIONS SQ	EMP email address	482-532-4400	First Name, Last Name	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 Employee > Warning

Update MyTeam Warning - Add Employee

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

By selecting the 'Update' button, Name and 3 subordinates will be added to your team.

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Figure 14 – Add Employee Warning Page

Sample - Add Employee Confirmation Notice

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

Home > Add Employee > 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: First Name, Last Name
- Previous Supervisor: FH First Name, Last Name
- New Supervisor: I First Name, Last Name

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

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Figure 15 – Add Employee Confirmation Notice

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:

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

Sample - Add Employee MyBiz+ Notification

All employees will access MyBiz+ Notification to view information relating to this add update.

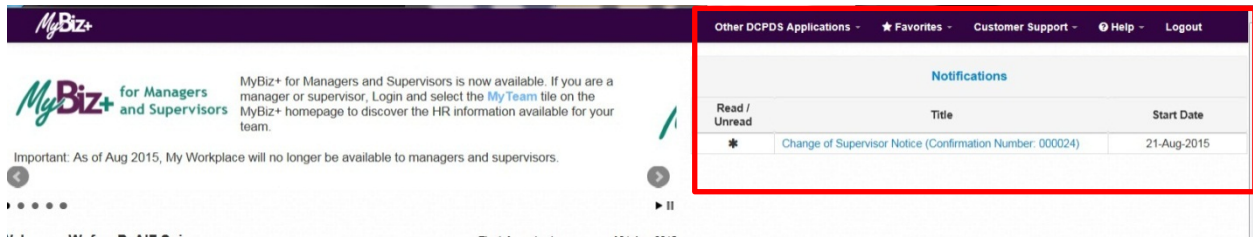


Figure 16 – MyBiz+ Homepage Notifications

The notification detail includes additional information about your Change of Supervisor Notice. Note, the Description includes information referencing your update.

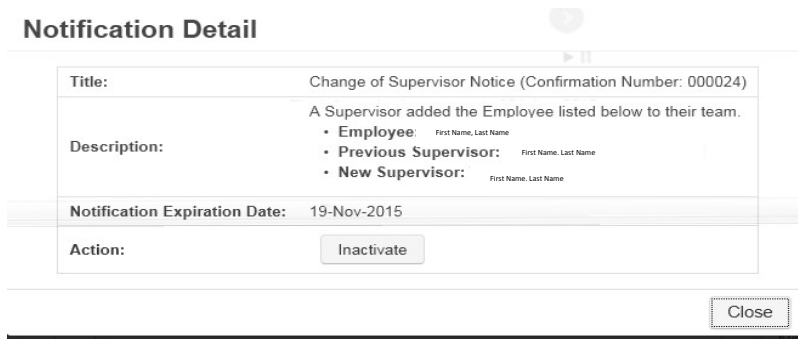


Figure 17 – Notification Detail

Sample - Add Employee Email

Again, all three employees 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

Supervisors (and Employees) Log In to Verify Notification and Update

Finally, log into MyBiz+ to verify the employee was added to your Team.

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.

Let’s now select the Remove Employee function.

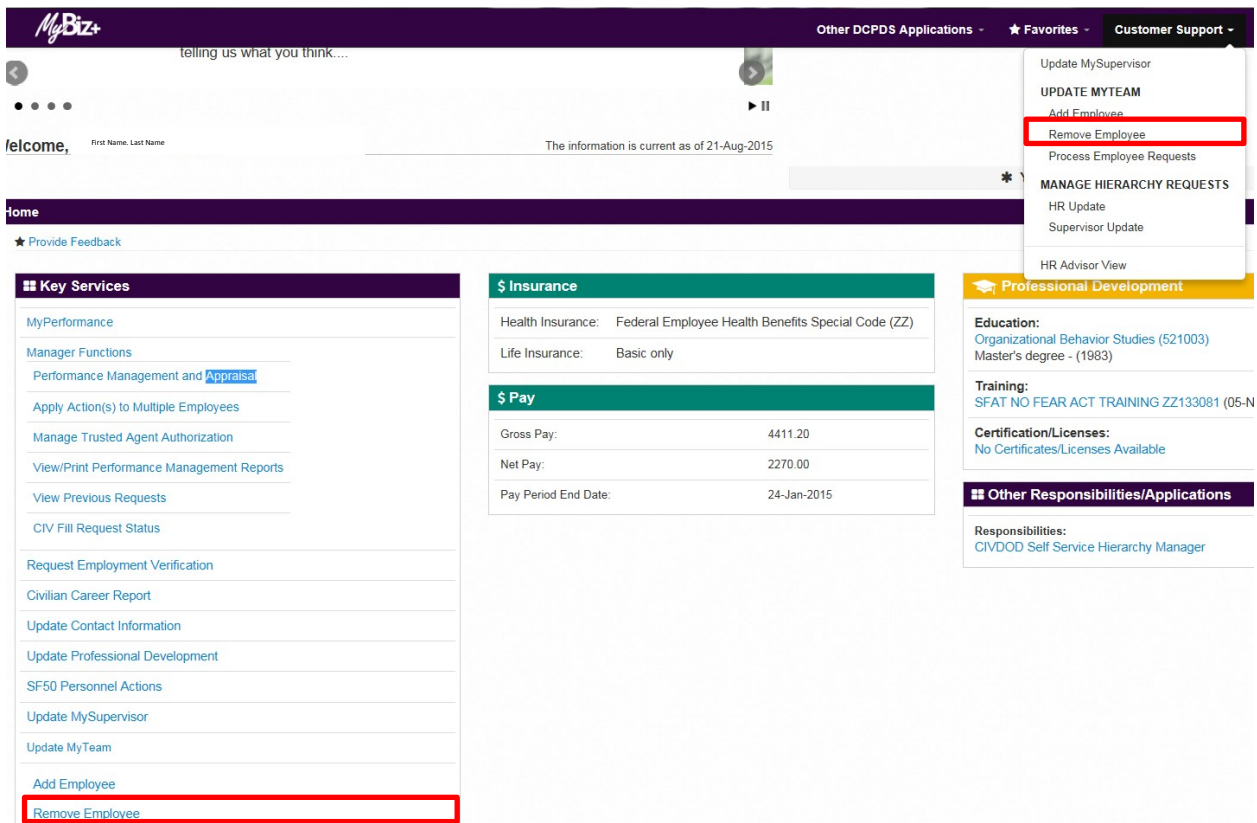


Figure 19 – MyBiz+ Homepage

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: First Name, Last Name
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: EMPNME@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 First Name, Last Name	89 COMMUNICATIONS SQ		462-532-4400
<input type="radio"/>	AIF	AF INSPECTION AG		9693817711
<input type="radio"/>	AIF	802 FORCE SUPPORT SQ		

Cancel Continue

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

When the information is complete, select Continue.

Select	Name	Organization	* Work Email Address	Work Phone
<input checked="" type="radio"/>	AIF [redacted]	89 COMMUNICATIONS SQ	EMP@mail.mil	462-532-4400
<input type="radio"/>	AIF [redacted]	AF INSPECTION AG		9693017711
<input type="radio"/>	AIF [redacted]	802 FORCE SUPPORT SQ		

Cancel Continue

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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. (The more characters entered, the quicker the system response time.)
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: Search

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

Return to Previous Page Continue

Figure 22 – Remove Employee

In this example, a list of supervisors meeting the search criteria displays.

The screenshot shows a search interface for a new supervisor. At the top, there is a search bar with the text "Enter New Supervisor's Name: AIF" and a "Search" button. Below this is a table with the following columns: "Select", "Name", "Organization", "Work Email Address", and "Work Phone". The table contains several rows of supervisor information. A blue rectangular box highlights the "Name" column for all rows. At the bottom of the table, there are navigation buttons: "Return to Previous Page" and "Continue".

Select	Name	Organization	Work Email Address	Work Phone
<input type="radio"/>	AIF	89 COMMUNICATIONS SQ		462-532-4400
<input type="radio"/>	AIF	412 TEST WG		1127092160
<input type="radio"/>	AIF	412 MAINTENANCE SQ		
<input type="radio"/>	AIF	97 LOGISTICS READINES SQ		6068321020
<input type="radio"/>	AIF	33 NETWORK WARFARE SQ		7265004707
<input type="radio"/>	AIF	AF PERSONNEL CTR		726-197-7379
<input type="radio"/>	AIF	477 MAINTENANCE SQ		
<input type="radio"/>	AIF	AF LIFE CYCLE MGT		032-779-5776
<input type="radio"/>	AIF	633 FORCE SUPPORT SQ		
<input type="radio"/>	AIF	U S AIR FORCE HQ		0641503796

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.

This screenshot shows the same search interface as Figure 23, but with the first row selected. The radio button next to the supervisor's name is now selected. The entire row is highlighted with a blue background. The "Work Email Address" field now contains the text "EMP@mail.mil".

Select	Name	Organization	Work Email Address	Work Phone
<input checked="" type="radio"/>	AIF	89 COMMUNICATIONS SQ	EMP@mail.mil	462-532-4400

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.

The screenshot shows a warning page with the title "Update MyTeam Warning - Remove Employee". Below the title is an important message: "Important: Exercise caution when removing an employee from your team. By selecting the 'Update' button, Xojp O. AIF Gsnihim, RJ and 3 subordinates will be moved from your team to the new supervisor;". At the bottom right of the page, there is a red-bordered box containing the "Update" button.

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.

Update MyTeam Confirmation Number 000025 – Remove Employee

The Employee listed below was moved from your team to the New Supervisor.

An email and a MyBiz+ Notification were sent to:

- Employee First Name, Last Name
- Previous Supervisor: First Name, Last Name
- New Supervisor: Xojp First Name, Last Name

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

[Return to Update MyTeam Page](#) [Return to MyBiz+ Home Page](#)

Figure 26 – Remove Employee Confirmation Notice

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 those listed below:

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

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

Select the Notifications title to view additional notification details pertaining to your request for supervisor assistance.

MyBiz+ for Managers and Supervisors

MyBiz+ for Managers and Supervisors is now available. If you are a manager or supervisor, Login and select the My Team tile on the MyBiz+ homepage to discover the HR information available for your team.

Important: As of Aug 2015, My Workplace will no longer be available to managers and supervisors.

Welcome, First Name, Last Name

The information is current as of 21-Aug-2015

Notifications		
Read / Unread	Title	Start Date
	Change of Supervisor Notice (Confirmation Number: 000024)	21-Aug-2015
	Change of Supervisor Notice (Confirmation Number: 000025)	21-Aug-2015

Figure 27 – MyBiz+ Homepage, Notification

The notification detail includes additional information about your Change of Supervisor Notice. Note, the Description includes information referencing your update.

Notification Detail

Title:	Change of Supervisor Notice (Confirmation Number: 000025)
Description:	<p>A Supervisor added the Employee listed below to the New Supervisor's team.</p> <ul style="list-style-type: none"> • Employee: <small>First Name, Last Name</small> • Previous Supervisor: <small>First Name, Last Name</small> • New Supervisor: <small>First Name, Last Name</small>
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, those listed below will receive the following email indicating a Supervisor added the Employee listed to the New Supervisor's team.

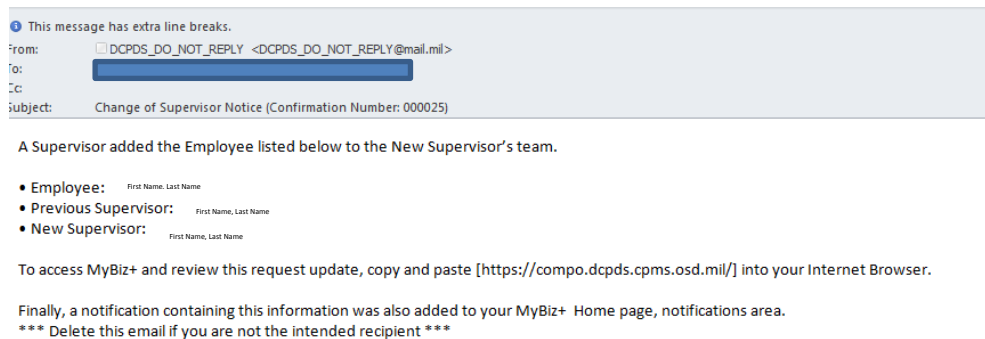


Figure 29 – Change of Supervisor Email Notice

Supervisors (and Employees) Log In to Verify Notification and Update

Finally, log into MyBiz+ to verify the employee was removed from your Team.

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.