



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

**Request MyBiz+ Update MySupervisor Assistance
Employee User Guide
(for AF, NV, AR, WHS and DLA employees only)**



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

Aug 30, 2015

Request MyBiz+ Update MySupervisor Assistance Employee User Guide

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MyBiz+ Update MySupervisor Employee Introduction

Purpose	The purpose of this guide is to provide employees step-by-step instructions on how to complete the MyBiz+ Update MySupervisor process.
Background	MyBiz+ products and services are highly dependent upon employees being assigned to their current supervisor in MyBiz+. Employees will request supervisor assistance in updating their information 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 Update MySupervisor process. MyBiz+ Notifications and email 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 MySupervisor Overview

From within MyBiz+, your supervisor's name will appear on each page header. If your supervisor is missing or incorrect, you must complete the Update MySupervisor process to request an update to this information.

Note: You must enter your work email address as well as your supervisor's work email address prior to completing this request.

Employee	Supervisor	Organization
Zojim Q. AIF Iwuj	MT-SECofAF S. Taylor	AF OP TST EVAL CTR

Figure 1 – MyBiz+ Personal Page

Accessing Update MySupervisor Process

You can access the **Update MySupervisor** process from the MyBiz+ Homepage, from either the

- Customer Support Menu, or
- Key Services View

The screenshot shows the MyBiz+ homepage with a dark purple header. The 'Key Services' menu on the left has 'Update MySupervisor' highlighted with a red box. The 'Customer Support' dropdown menu on the right also has 'Update MySupervisor' highlighted with a red box. The main content area displays employee information, including insurance and pay details.

Figure 2 – MyBiz+ Homepage

Searching for Your New Supervisor

In this example, the employee is erroneously assigned to the wrong supervisor's team. To locate the correct supervisor, the employee entered the new supervisor's full name: AIF Lojigg, YYY.

Tips:

1. Enter at least one character of your supervisors Last Name.
 - a. Ensure a comma is added between the Last Name and First Name.
2. Contact your servicing Human Resources (HR) Office to obtain assistance if your supervisor's name does not display.

A list of supervisors meeting the search criteria displays.

The screenshot shows the 'Update My Supervisor' page. At the top, the 'Supervisor' field is highlighted with a red box and a callout box stating 'Displays employee's incorrect supervisor.' Below this, the search criteria 'AIF Lojigg, YYY' is entered. A table of search results is shown with a red border around it:

Select	Name	Organization	Work Email Address	Work Phone
<input type="radio"/>	AIF Lojigg, YYY, Tuiju U	AF INSPECTION AG		9693817604

Below the table, there are fields for 'Enter/Validate your work email address' and 'Enter/Validate your work phone number: 9693817571'. At the bottom, there are 'Cancel' and 'Submit' buttons.

Figure 3 – Update MySupervisor Page

Selecting and Updating Your New Supervisor

Select the radio button next to your supervisor's name.

Again, since work email addresses are required to ensure you, your previous supervisor and new supervisor receive emails containing information about your request for assistance, if not already properly displayed, you must enter work email addresses.

- If not already properly displayed, enter your supervisor's work email address in the Work Email Address field.
- If not already properly displayed, enter your work email address and phone number (not required) at the bottom of page.

Notes:

1. The Work Email Addresses field will autopopulate with information already stored in your and your supervisor's record.
2. Updating or adding the Work Email Address will not change your or your supervisor's work email address in DCPDS.
3. To add your work email address permanently into your record, navigate to the MyBiz+ homepage, Key Services, Update Contact Information (on the Personal page).

Employee: Zojjim Q. AIF Iwuj
Supervisor: MT-SECofAF S. Taylor
Organization: AF OP TST EVAL CTR

Home / Update My 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: AIF Lojigg, YYY [Search]

Select the radio button to choose the correct supervisor. The Submit button will send a request to the supervisor to add you to their team.

Select	Name	Organization	* Work Email Address	Work Phone
<input checked="" type="radio"/>	AIF Lojigg, YYY, Tuijtu U	AF INSPECTION AG		9693817604

* Enter/Validate your work email address: [] Enter/Validate your work phone number: 9693817571 [Cancel] [Submit]

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Figure 4 – Update MySupervisor Page

In this example, supvfirst.last@mail.mil was entered as the supervisor's and Empfirst.last@mail.mil was entered as the employee's.

Select the Submit button after information is completed.

Employee: Zojjim Q. AIF Iwuj
Supervisor: MT-SECofAF S. Taylor
Organization: AF OP TST EVAL CTR

Home / Update My 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: AIF Lojigg, YYY [Search]

Select the radio button to choose the correct supervisor. The Submit button will send a request to the supervisor to add you to their team.

Select	Name	Organization	* Work Email Address	Work Phone
<input checked="" type="radio"/>	AIF Lojigg, YYY, Tuijtu U	AF INSPECTION AG	Supvfirst.last@mail.mil	9693817604

* Enter/Validate your work email address: Empfirst.last@mail.mil [] Enter/Validate your work phone number: 555-555-5555 [Cancel] [Submit]

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Figure 5 – Adding Work Email Addresses

Sample - Update MySupervisor Confirmation Notice

After selecting Submit, a Confirmation page displays including specific information about your request. All future updates relating to this request, to include when your supervisor processes it, will contain the same confirmation number for your reference.

Select OK to return to the MyBiz+ Homepage.

Confirmation Number: 000023

An email and a MyBiz+ Notification were sent to:

- **Employee:** Zojjim Q. AIF Iwuj
- **Previous Supervisor:** MT-SECofAF S. Taylor
- **New Supervisor:** Tuijtu U. AIF Lojigg, YYY

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

[OK]

Figure 6 – MyBiz+ Confirmation Page

Sample – MyBiz+ Notification

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 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

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



Figure 7 – MyBiz+ Notifications

Sample - Update MySupervisor MyBiz+ Notification Detail

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

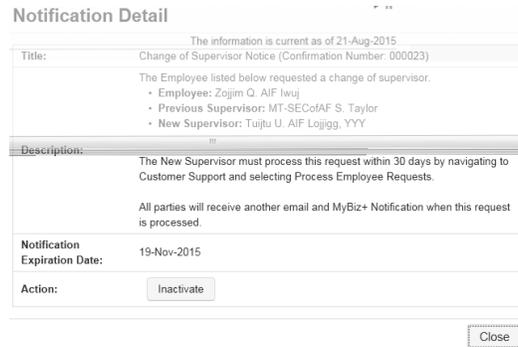


Figure 8 – MyBiz+ Notification Detail

Note: Human Resources Offices may process requests for supervisors therefore employees may receive MyBiz+ Notifications and emails containing this specific information.

Sample - Update MySupervisor Email

Like the MyBiz+ Notifications, the parties listed will receive the following email containing your request for assistance.

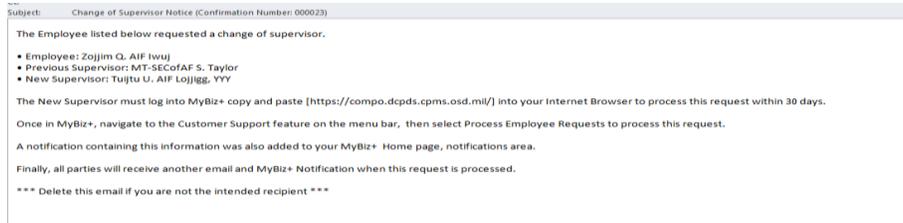


Figure 9 – Change of Supervisor Email

Again, parties will receive another email after your supervisor processes your request.

Employee Logs Into MyBiz+ to Verify Supervisor Update

Finally, after you receive an email indicating your supervisor processed your request, log into MyBiz+ and navigate to any MyBiz+ 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.

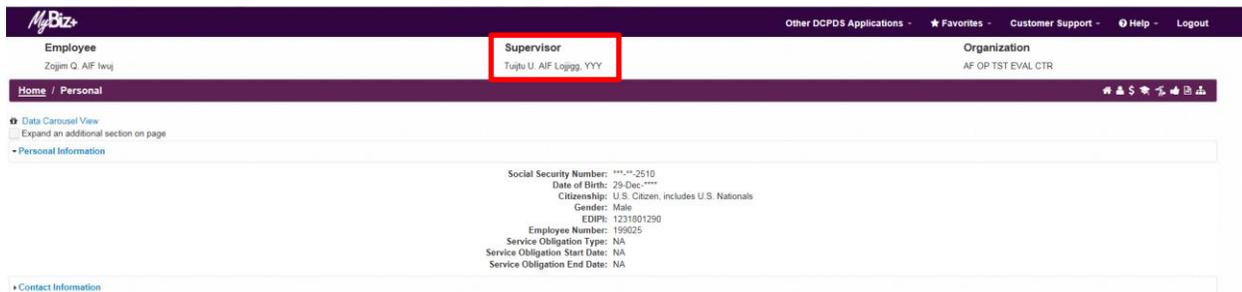


Figure 10 – MyBiz+ Homepage

Important:

In some cases, employees requesting assistance from incorrect supervisors will receive an email indicating their request was not processed. In this case, employees should contact their supervisor for assistance.

Summary

Employees 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.