



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

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



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

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MyBiz+ Update MySupervisor Assistance Employee User Guide

Table of Contents

Topic	Page
Introduction	3
Purpose	3
Who should use this guide	3
MyBiz+ Update MySupervisor	4
Searching for Your Supervisor	4
Selecting and Updating Your Supervisor	6
Confirmation Notice	7
MyBiz+ Notification	7
Change of Supervisor Email	8
MyBiz+ Verification of Changes	8
Summary	8

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), Defense Logistics Agency (DLA) and Washington Headquarters Services (WHS) employees who elected to participate.

From within MyBiz+, your supervisor's name will appear on each MyBiz+ 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.

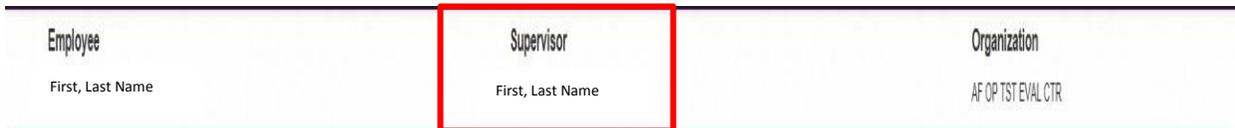


Figure 1 – MyBiz+ Personal Page

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

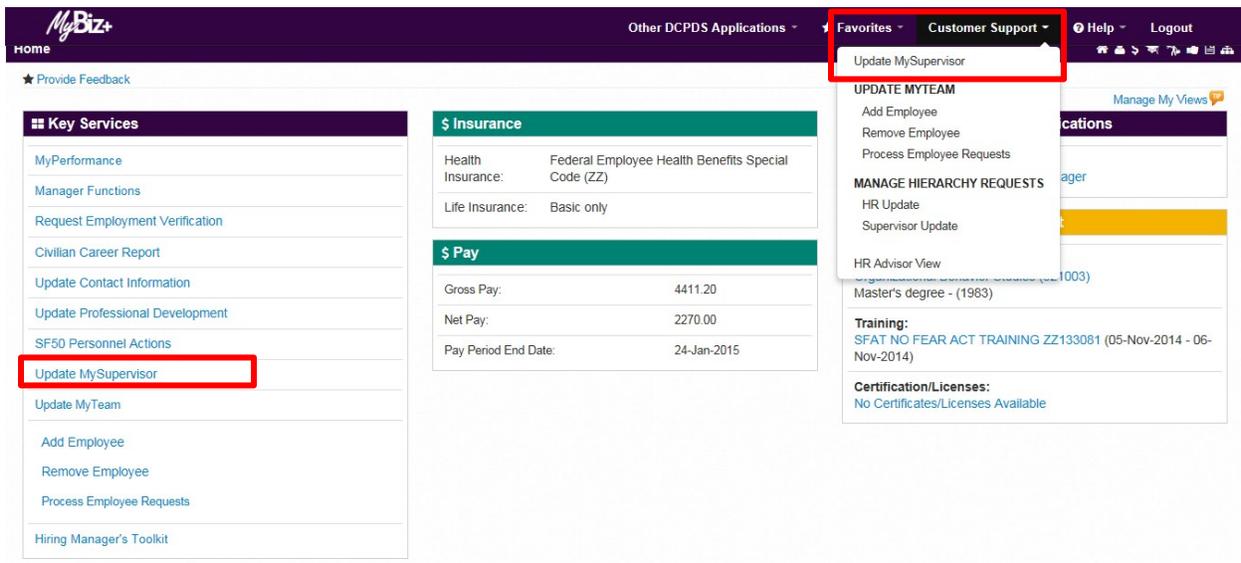


Figure 2 – MyBiz+ Homepage

Searching for Your New Supervisor

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

Displays employee's incorrect supervisor.

The screenshot shows the 'Update My Supervisor' page. At the top, there are fields for 'Employee First, Last Name', 'Supervisor First, Last', and 'Organization AF OP TST EVAL CTR'. Below these is a search bar with the text '*Enter New Supervisor's Name: AIF [redacted]' and a 'Search' button. A table of search results is displayed below, with a red box highlighting it. The table has columns for 'Select', 'Name', 'Organization', 'Work Email Address', and 'Work Phone'. The first row shows a radio button, the name 'AIF [redacted]', the organization 'AF INSPECTION AG', a redacted email address, and the phone number '9693817604'. Below the table are fields for 'Enter/Validate your work email address' and 'Enter/Validate your work phone number: 9693817571', along with 'Cancel' and 'Submit' buttons. A callout box with an arrow points to the 'Supervisor' field in the header, containing the text 'Displays employee's incorrect supervisor.'

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; 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 Address fields will auto populate 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).

The screenshot shows the 'Update My Supervisor' page. At the top, there are search fields for 'First, Last Name' and 'Organization'. Below that is a search bar with the text 'Enter New Supervisor's Name: AIF' and a 'Search' button. A table lists search results with columns for 'Select', 'Name', 'Organization', 'Work Email Address', and 'Work Phone'. The first row is selected, with a radio button in the 'Select' column. The 'Work Email Address' field in this row is highlighted with a red box. Below the table, there are two input fields: 'Enter/Validate your work email address:' and 'Enter/Validate your work phone number:'. The 'Work Email Address' field is also highlighted with a red box. A text box 'Enter your work email address' has an arrow pointing to this field. Another text box 'Enter Supervisor's work email address' has an arrow pointing to the 'Work Email Address' field in the table. At the bottom right, there are 'Cancel' and 'Submit' buttons.

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: First, Last Name
Supervisor: First, Last Name
Organization: AF OP TST EVAL CTR

* = 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 Lojgg, 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 [redacted]	AF INSPECTION AG	Supvfirst.last@mail.mil	9633817604

* Enter/Validate your work email address: [redacted] Enter/Validate your work phone number: 555-555-5555

Cancel Submit

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

Figure 5 – Adding Work Email Addresses

Sample - Update MySupervisor Confirmation Notice

After selecting Submit, a Confirmation 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:** First, Last Name
- **Previous Supervisor:** First, Last Name
- **New Supervisor:** First, Last Name

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

OK

Figure 6 – MyBiz+ Confirmation Notice

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 Notifications 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.

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

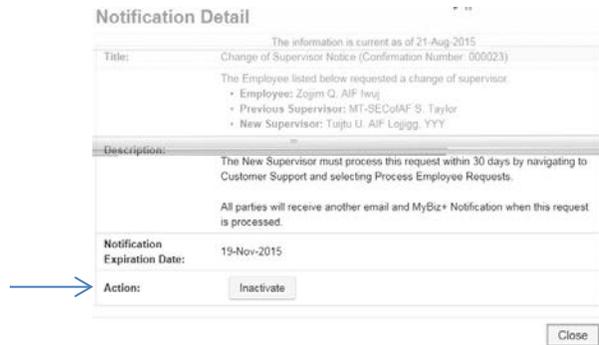


Figure 8 – MyBiz+ Notification Detail

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.

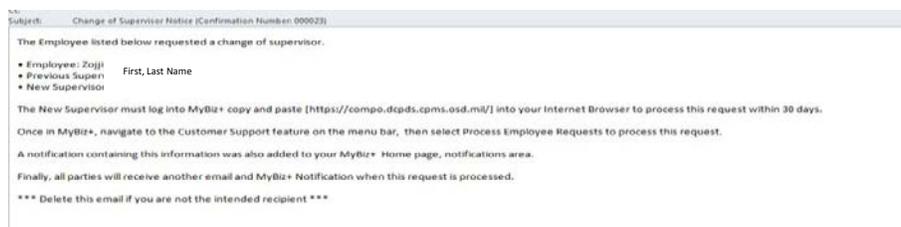


Figure 9 – Change of Supervisor Email

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.

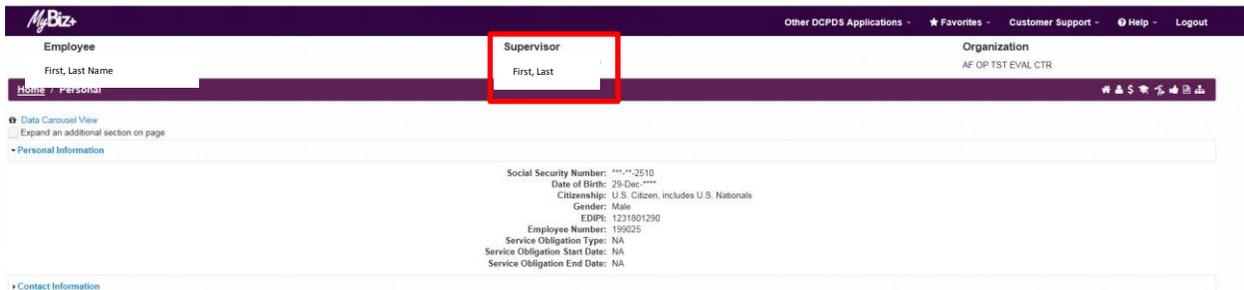


Figure 10 – MyBiz+ Homepage

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.