Total Workforce Management Services (TWMS) Quick User Guide

My Workforce

Periodic updates to My Workforce may not be reflected in this document.
If you are listed as a supervisor in TWMS then you are allowed access to My Workforce. My Workforce will provide you with supervisory information about all personnel who are your subordinates. You are able to view and update information for those who report to you by simply going to your TWMS Self-service. Along with several employee forms you also have access to various tools and functions. They include:

- Event Notification Service
- Mass SF50
- Telework Request Management
- Pre-Recruitment Management
- Manage Training Requirements
- Mass Training Management
- RPA Tracking & Billet Alignment
- IPMS Manager

You will also have the ability to generate reports. They include:

- Alpha Roster
- Recall Rosters
- Training Completed
- Training Not Completed
- Training Requirements
- Telework Information
- Within Grade Increase Schedule
If you have a record in TWMS then you are able to view, print and even update specific pieces of information about your record using the Self-service Module. To be able to access your TWMS Self-Service:
1. You must have a valid CAC,
2. You must know your PIN, and
3. The information from your TWMS record must match the information on your CAC.

Please contact the CNIC Government Enterprise Help Desk (1-888-264-4255) for help or further information.

To access the Self-service Module:

1. Insert your CAC into your CAC reader.
2. Open up your internet browser and type the following website in the address bar:

   twms.dc3n.navy.mil/selfservice/

3. Click **OK** at the Client Authentication dialog box and enter your CAC PIN if prompted.
4. Enter the last four digits of your SSN and your date of birth.

5. Click Submit.
Accessing My Workforce

The default view when accessing your Self-service will be the General Information form as shown below.

To access My Workforce:

1. Click **My Workforce** on the Tools/Actions menu.
The default view when accessing My Workforce displays all personnel who you are assigned to as their supervisor.

To view information about one of your subordinates:

1. Click the name of one of your subordinates.

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The default view when selecting one of your subordinates will be the General Information form as shown below.

To view additional information about one of your subordinates:

1. Click the button of another employee form from the Navigation menu.

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The Assignment/Position Info form for the selected employee is shown below.

Click the Assignment/Position Info button to view this information.
Viewing Training and IDP Information

The Training/Educ/Certs & Skills form for the selected employee is shown below.

Click the Training/Educ/Cert & Skills button to view this information.

Clicking the IDP tab will let you view the IDP for this employee.

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My Workforce will allow you to view all training requirements assigned to the selected employee.

Clicking the Training Requirements hyperlink will let you view the required training assigned to the selected employee.

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Viewing Agreements

My Workforce will allow you to view all agreements for the selected employee including the SAAR-N and Telework Agreement.

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Clicking the Agreements tab will let you view all agreements approved for this employee.
Viewing Personal/Recall Information

The Personal/Recall Information form is shown below.

Click the Personal/Recall Information button to view this information.

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Viewing Tools/Functions

My Workforce will allow you to access other tools and functions that will assist you while managing your subordinates.

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Click the Tools/Functions button to view this information.
My Workforce will allow you to generate several canned reports. Unless specified otherwise, generated data will reflect all those who report to you.

Click the Report Services button to view the reports you can generate in My Workforce.

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Accessing Self-Service from My Workforce

You will always be able to return to your Self-service when viewing My Workforce.

To access your Self-service from My Workforce:

1. Click MyTWMS/Self Service on the Navigation menu.

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To logout of your Self-service record:

1. Click the **Logout** button on the Navigation Menu.

2. Click **Yes** at the dialog box.