



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

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



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

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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.

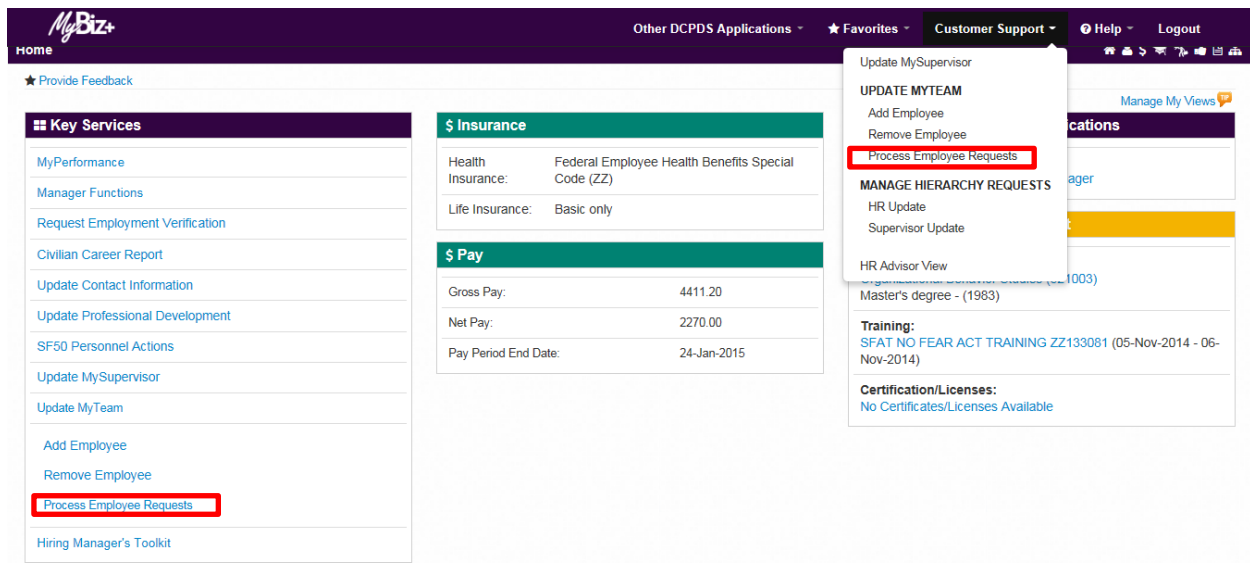


Figure 1 – MyBiz+ Homepage

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.

MyBiz+ Other DCPDS Applications - Favorites - Customer Support - Help - Logout

Employee: Tuihu U. AIF Lajigg, YYY Supervisor: MT-SECstAF S. Taylor Organization: AF INSPECTION AG

Home / Viewing MySupervisor Requests (for Supervisor)

To view a specific employee request, select the Confirmation Number. To filter requests enter information in the input boxes below. You can also select the drop down arrow next to the column name.

Export to Excel (CSV)

Confirmation Number	Employee (Requester)	Position Name	PP-Series-Grade	Organization	Request Date	Request Status
000023	AIF Iwuj, Zojim Q	T1956 SUPERVISORY HISTORIAN, 553263, AF03 APPR	GS-0170-13	AF OP TST EVAL CTR	21-Aug-2015	WORKING

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

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 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, supervisor identified by employee and the new supervisor.

The screenshot shows the 'Process Request' form. At the top, it displays the Employee (Tuiju U. AIF Lojgg, YYY), Supervisor (MT-SECofAF S. Taylor), and Organization (AF INSPECTION AG). Below this is a breadcrumb trail: Home / Viewing MySupervisor Requests (for Supervisor) / Process Request. The form includes a Confirmation Number (000023) and a Request Date (21-Aug-2015). The main section is divided into 'Employee Information' and 'Supervisor Information'. The 'Employee Information' section lists: Employee: Zojjim Q. AIF Iwuj, 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: [blank], and Number of subordinates: 2. The 'Supervisor Information' section is split into 'Current Supervisor' and 'New Supervisor'. 'Current Supervisor' lists: MT-SECofAF S. Taylor, Position: DFX0007 SECRETARY OF THE AIR FORCE MLT 455904 AF13 APPR, PP-Series-Grade: EX-0301-02, Organization: U S AIR FORCE HQ, Work Phone Number: [blank], Work Email Address: [blank], and Number of Subordinates: 14015. 'New Supervisor' lists: Tuiju U. AIF Lojgg, YYY, Position: B9560 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: [blank], and Number of Subordinates: 0. At the bottom, there is a 'Request Status' dropdown set to 'WORKING' and a 'No Action Required' checkbox. To the right are buttons for 'Cancel', 'Save and Return', 'Update' (highlighted with a red box), and 'Reject'. A footer link reads: Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts.

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.

The screenshot shows the Confirmation page. It displays the Confirmation Number: 000023. Below this, it states: 'An email and a MyBiz+ Notification were sent to:'. A bulleted list follows: Employee: Zojjim Q. AIF Iwuj, Previous Supervisor: MT-SECofAF S. Taylor, and New Supervisor: Tuiju U. AIF Lojgg, YYY. Below the list, it says: 'MyBiz+ Notifications containing this information can be found in the MyBiz+ Homepage, notifications area.' At the bottom, there are two buttons: 'Return to Manage Hierarchy Request Page' and 'Return to MyBiz+ Home Page'. A footer link reads: Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts.

Figure 4 – Confirmation Page

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

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: Zojjim Q. AIF lwuj• Previous Supervisor: MT-SECofAF S. Taylor• New Supervisor: Tuijtu U. AIF Lojjigg, YYY
Notification Expiration Date:	19-Nov-2015
Action:	<input type="button" value="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.

This message has extra line breaks.

From: ☐ DCPDS_DO_NOT_REPLY <DCPDS_DO_NOT_REPLY@mail.mil>
To: ☒ Raposo, Joao V CIV DODHRA DCPAS (US)
Cc:
Subject: Change of Supervisor Notice (Confirmation Number: 000023)

A change of supervisor request was processed for the Employee listed below.

- Employee: Zojjim Q. AIF lwuj
- Previous Supervisor: MT-SECofAF S. Taylor
- New Supervisor: Tuijtu U. AIF Lojjigg, YYY

To access MyBiz+ and review this request update, copy and paste [<https://compo.dcpds.cpmc.osd.mil/>] 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 ***

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.

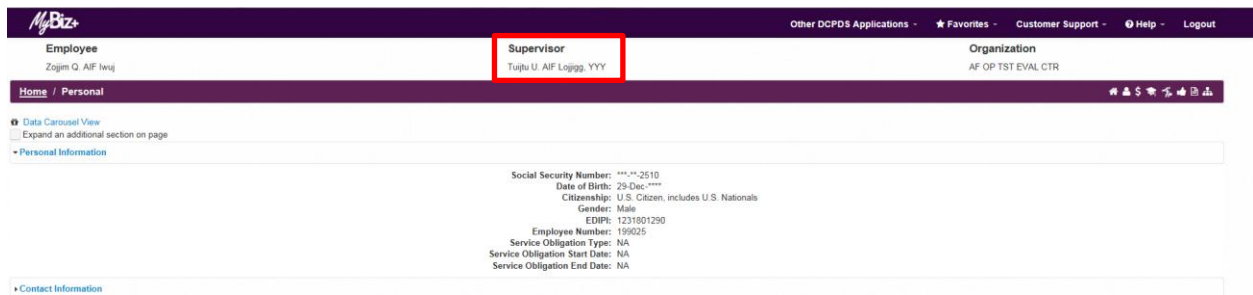


Figure 8 – MyBiz+ Homepage

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.

Lets first select, the Add Employee function.

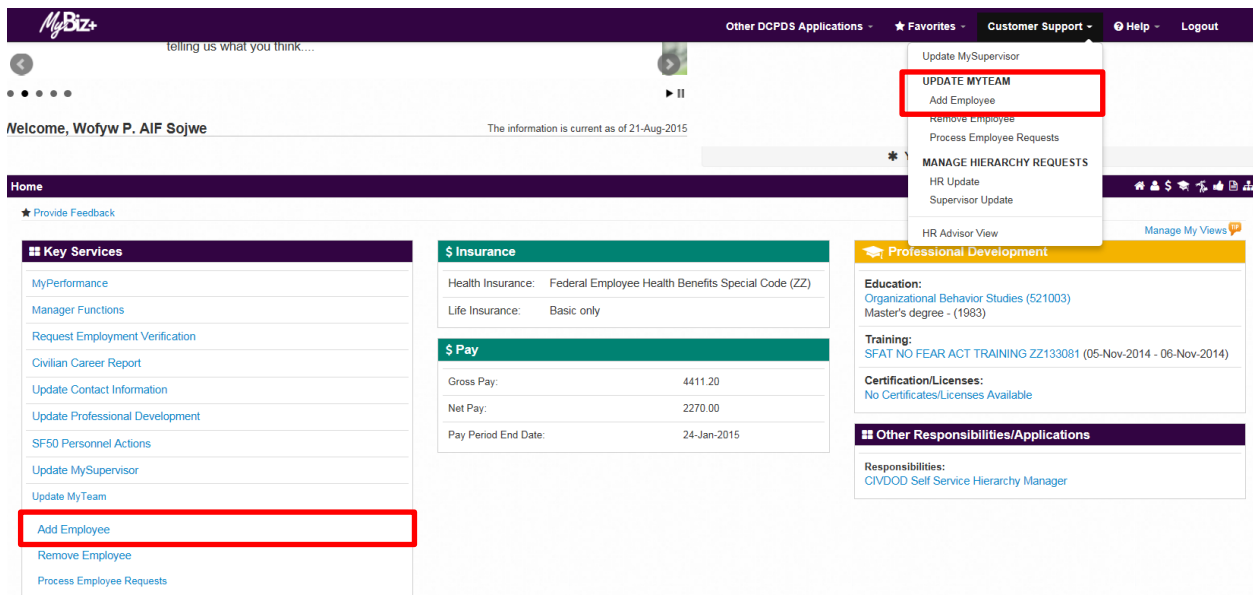


Figure 9 – MyBiz+ Homepage

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.

The screenshot shows the 'Add Employee' page. At the top, there's a header with 'Employee: Wofyw P. AIF Sojwe', 'Supervisor: Wofyw P. AIF Sojwe', and 'Organization: AF OP TST EVAL CTR'. Below this is a blue navigation bar with 'Home / Add Employee'. A message states: 'Follow the instructions below to Add an Employee to your team. To Remove an employee from your team, select the toggle button "Remove Employee from MyTeam".' Below this is a red box containing the 'Enter/Validate your work email address' field, which is currently empty, and the 'Enter/Validate your work phone number' field, which contains '210-555-5555'. Below the red box is a search section with the text '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.' and a search bar. Below the search bar is a table with columns: 'Select', 'Name', 'Organization', 'Work Email Address', 'Work Phone', 'Current Supervisor', and 'Current Supervisor Work Email Address'. The table is currently empty. At the bottom right, there are 'Cancel' and 'Continue' buttons.

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 Gsinhim, Rj, Xoip O	89 COMMUNICATIONS SQ		462-532-4400	Hsoamo H. AIF AJDYPPUJ	
<input type="radio"/>	AIF AMT, DAHGSA	97 AIR MOBILITY WG			Upumo AIF Hyhg	
<input type="radio"/>	AIF Abameom, Noyon N	AF COST ANA AG		4261942077	Gsinoh X. AIF Niu	
<input type="radio"/>	AIF Ae, Doijum O	319 FORCE SUPPORT SQ			MT-SECofAF S. Taylor	
<input type="radio"/>	AIF Aetaj, Zapung	97 LOGISTICS READINES SQ		9368321020	Cloudey Today	
<input type="radio"/>	AIF Agg, Jyxsojw Wuom	33 NETWORK WARFARE SQ		7265004707	Nimyqo AIF Pawzjibh	
<input type="radio"/>	AIF Agguj, Wuom D	AF RESEARCH LAB			MT-SECofAF S. Taylor	
<input type="radio"/>	AIF Ajgb, YYY, Xoip U	AF RESEARCH LAB			Vjomq R. AIF Tyojwymj, RJ	
<input type="radio"/>	AIF Ajjagyo, Zyom	86 CIVIL ENGINEER SQ			MT-SECofAF S. Taylor	
<input type="radio"/>	AIF Ajwyopub, Fyilymyo	502 FORCE SUPPORT SQ			MT-SECofAF S. Taylor	

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 all parties, 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"/>	AIF Gsinhim, Rj, Xoip O	89 COMMUNICATIONS SQ		462-532-4400	Hsoamo H. AIF AJDYPPUJ	

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.

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.

Figure 14 – Add Employee Warning Page

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

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 employees correct supervisor

Sample - Add Employee MyBiz+ Notification

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

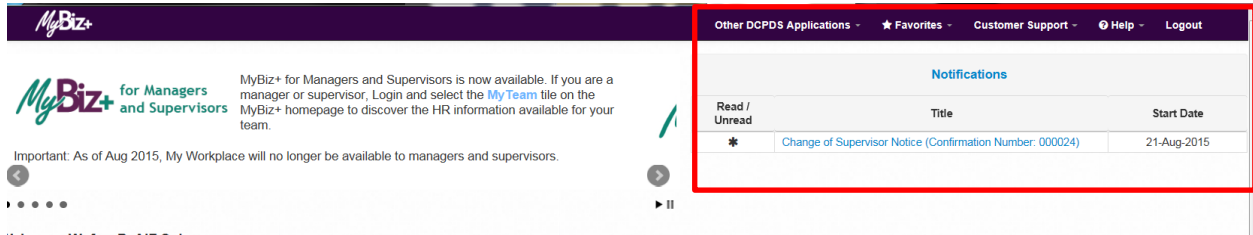


Figure 16 – MyBiz+ Homepage Notifications

By selecting the Title, the Notification Detail will display.

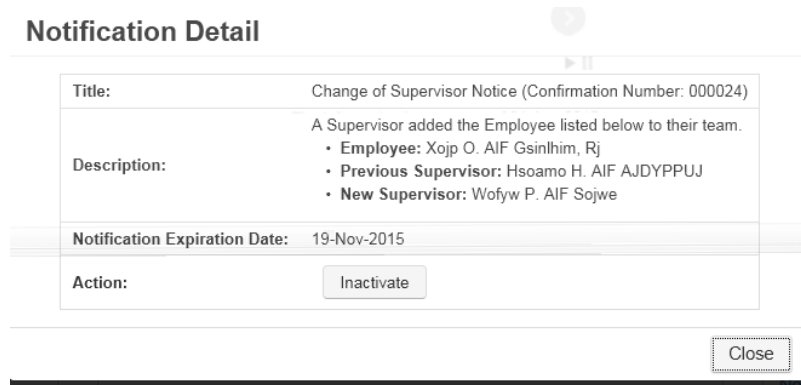


Figure 17 – Notification Detail

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

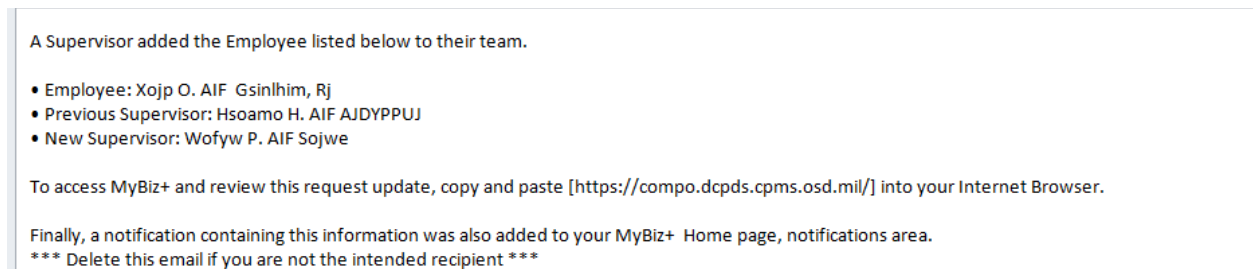


Figure 18 – Add Employee Request Processed Email

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.

The screenshot displays the MyBiz+ homepage interface. At the top, there is a navigation bar with the MyBiz+ logo, a search bar, and links for 'Other DCPDS Applications', 'Favorites', and 'Customer Support'. Below the navigation bar, a welcome message 'Welcome, Wofyw P. Alf Sojwe' is visible, along with a timestamp 'The information is current as of 21-Aug-2015'. The main content area is divided into three columns. The left column, titled 'Key Services', contains a list of links including 'MyPerformance', 'Manager Functions', 'Performance Management and Appraisal', 'Apply Action(s) to Multiple Employees', 'Manage Trusted Agent Authorization', 'View/Print Performance Management Reports', 'View Previous Requests', 'CIV Fill Request Status', 'Request Employment Verification', 'Civilian Career Report', 'Update Contact Information', 'Update Professional Development', 'SF50 Personnel Actions', 'Update MySupervisor', 'Update My Team', 'Add Employee', and 'Remove Employee'. The 'Remove Employee' link is highlighted with a red box. The middle column, titled '\$ Insurance', shows 'Health Insurance: Federal Employee Health Benefits Special Code (ZZ)' and 'Life Insurance: Basic only'. Below this, the '\$ Pay' section displays 'Gross Pay: 4411.20', 'Net Pay: 2270.00', and 'Pay Period End Date: 24-Jan-2015'. The right column, titled 'Professional Development', includes sections for 'Education' (Organizational Behavior Studies (521003) Master's degree - (1983)), 'Training' (SFAT NO FEAR ACT TRAINING ZZ133081 (05-N)), and 'Certification/Licenses' (No Certificates/Licenses Available). Below this, the 'Other Responsibilities/Applications' section lists 'Responsibilities: CIVDOD Self Service Hierarchy Manager'. A 'Customer Support' dropdown menu is open on the right side of the page, showing options like 'Update MySupervisor', 'UPDATE MYTEAM', 'Add Employee', 'Remove Employee' (highlighted with a red box), 'Process Employee Requests', 'MANAGE HIERARCHY REQUESTS', 'HR Update', 'Supervisor Update', and 'HR Advisor View'.

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: Wofy P. AIF Sojwe
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: joao.v.raposo.civ@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 Gsinhim, Rj, Xoip O	89 COMMUNICATIONS SQ		462-532-4400
<input type="radio"/>	AIF Maomuh, Hahom U	AF INSPECTION AG		9693817711
<input type="radio"/>	AIF Timbopub, Rismme	802 FORCE SUPPORT SQ		

Cancel Continue

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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.

Select	Name	Organization	* Work Email Address	Work Phone
<input checked="" type="radio"/>	AIF Gsinhim, Rj, Xojo O	89 COMMUNICATIONS SQ		462-532-4400
<input type="radio"/>	AIF Maomuh, Hahom U	AF INSPECTION AG		9693817711
<input type="radio"/>	AIF Timbopub, Rismme	802 FORCE SUPPORT SQ		

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

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.
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:

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

Figure 22 – Remove Employee

A list of supervisors meeting the search criteria displays.

*Enter New Supervisor's Name:

Select the radio button to choose the correct supervisor. The Submit button will move the employee to the new supervisor's team.

Select	Name	Organization	* Work Email Address	Work Phone
<input type="radio"/>	AIF Gsinlhim, Rj, Xoip O	89 COMMUNICATIONS SQ		462-532-4400
<input type="radio"/>	AIF AJDYPPUJ, Hsoamo H	412 TEST WG	gwendolyn.jones.6@us.af.mil	1177092160
<input type="radio"/>	AIF AMGUUNUEUJ, RUUVJUE TPUMM	412 MAINTENANCE SQ		
<input type="radio"/>	AIF Aetaj, Zapumg	97 LOGISTICS READINES SQ		9368321020
<input type="radio"/>	AIF Agg, Jyxsojw Wuom	33 NETWORK WARFARE SQ	Jyxsojw.Wuom@email.com	7265004707
<input type="radio"/>	AIF Ahmyq, Giww T	AF PERSONNEL CTR		726-197-7379
<input type="radio"/>	AIF Ajkasojg, Rohim W	477 MAINTENANCE SQ		
<input type="radio"/>	AIF Ajpoaz, Wummyh H	AF LIFE CYCLE MGT		032-779-5776
<input type="radio"/>	AIF Ajzom, Jizym Q	633 FORCE SUPPORT SQ		
<input type="radio"/>	AIF Alujgy, YYY, Rism D	U S AIR FORCE HQ		0641503796

Return to Previous Page

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.

*Enter New Supervisor's Name:

Select the radio button to choose the correct supervisor. The Submit button will move the employee to the new supervisor's team.

Select	Name	Organization	* Work Email Address	Work Phone
<input checked="" type="radio"/>	AIF Gsinlhim, Rj, Xoip O	89 COMMUNICATIONS SQ		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.

Update MyTeam Warning - Remove Employee

Important: Exercise caution when removing an employee from your team. By selecting the 'Update' button, Xojp O. AIF Gsinhim, Rj and 3 subordinates will be moved from your team to the new supervisor, Xojp O. AIF Gsinhim, Rj.

Return to Previous Page

Update

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

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: Xojp O. AIF Gsinhim, Rj
- Previous Supervisor: Wofyw P. AIF Sojwe
- New Supervisor: Xojp O. AIF Gsinhim, Rj

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 Page

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.

MyBiz+

Other DCPS Applications - Favorites - Customer Support - Help - Logout

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.

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

Welcome, Wofyw P. AIF Sojwe

The information is current as of 21-Aug-2015

Figure 27 – MyBiz+ Homepage, Notification

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

Title:	Change of Supervisor Notice (Confirmation Number: 000025)
Description:	A Supervisor added the Employee listed below to the New Supervisor's team. <ul style="list-style-type: none">• Employee: Xojp O. AIF Gsinlhim, Rj• Previous Supervisor: Wofyw P. AIF Sojwe• New Supervisor: Xojp O. AIF Gsinlhim, Rj
Notification Expiration Date:	19-Nov-2015
Action:	<button>Inactivate</button>

Close

Figure 28 – MyBiz+ Notification Detail

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.

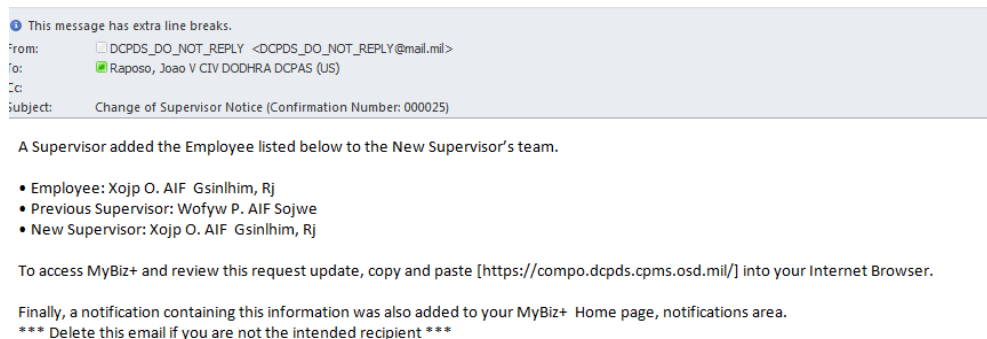


Figure 29 – Change of Supervisor Email Notice

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.