User Job Aid: How to Change Your Manager in TMS

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Purpose

The purpose of this job aid is to help guide the user through the process of updating their manager in the TMS.

In this job aid, you will learn how to:

- Task A. Access My Information
- Task B. Change Your Manager
Task A. Access My Information

1. From the VA TMS landing page, select the **Home** dropdown menu.

2. Select the **Learning** option. This will navigate you to the My Learning area of the TMS.
3. From the Links widget box, select the **My Information** option.
Task B. Change Your Manager

1. In the **Employee Information** section, select the **Edit** icon (the pencil icon).

2. In the Edit Employee Information screen, select the **magnifying glass icon** in the Manager field to begin a search for your Manager.
3. Enter **search criteria** to find your manager.

4. Select **Search**.
5. Choose the **Select** link next to your manager.
6. Select **Save** on the Edit Employee Information window. You have successfully changed your Manager.

7. If you need to re-route decisions to the new manager, choose which decisions to include and select **Re-Route Approvals**.