



TMS
2.0

VA

User Job Aid

How to Change Your Manager in TMS



User Job Aid: How to Change Your Manager in TMS

(Revision date: October 29, 2020)

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:

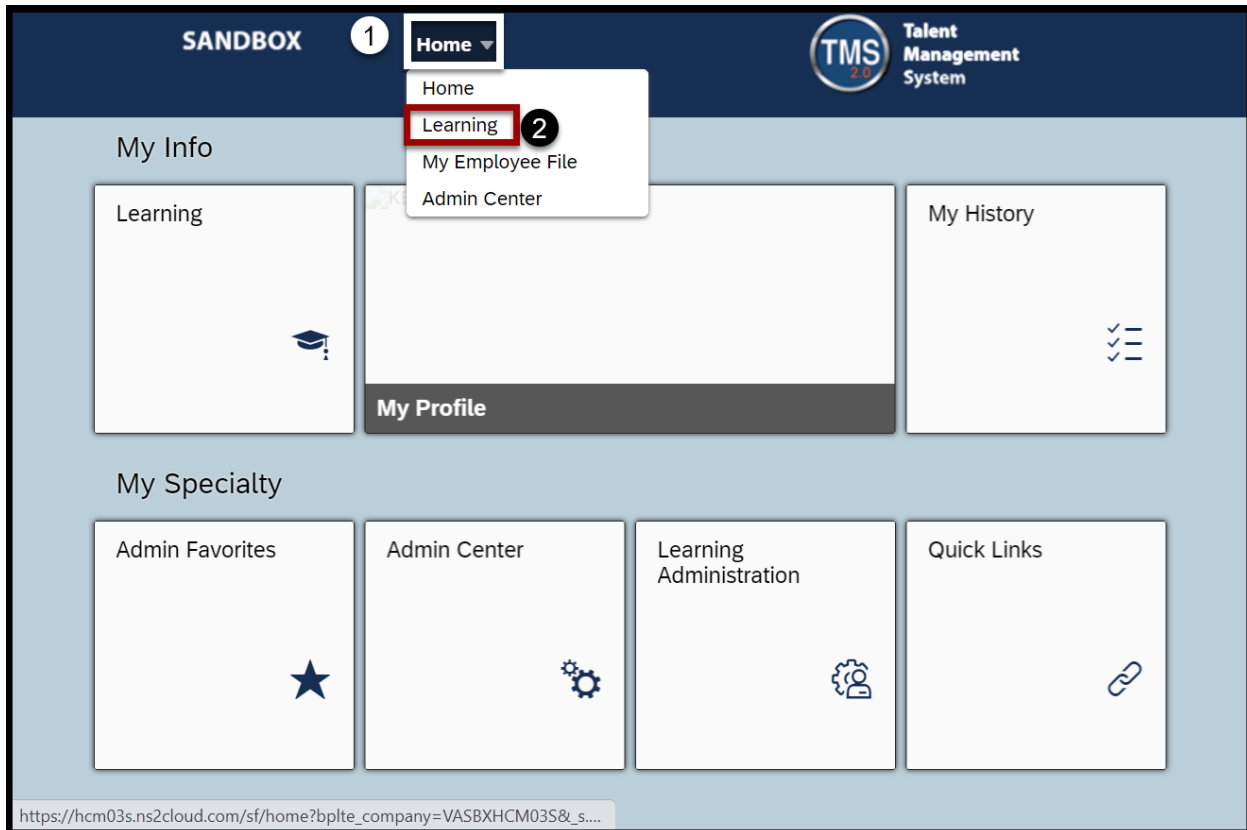
- Task A. Access My Information
- Task B. Change Your Manager





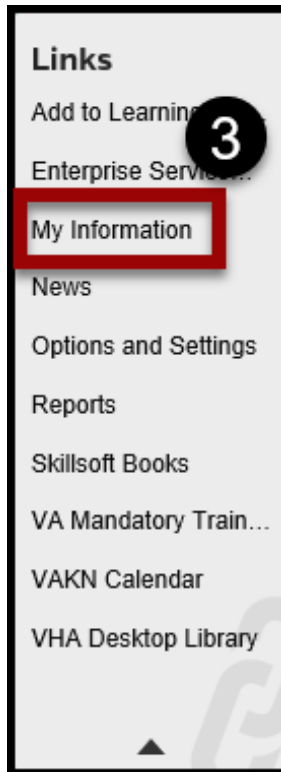
Task A. Access My Information

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.



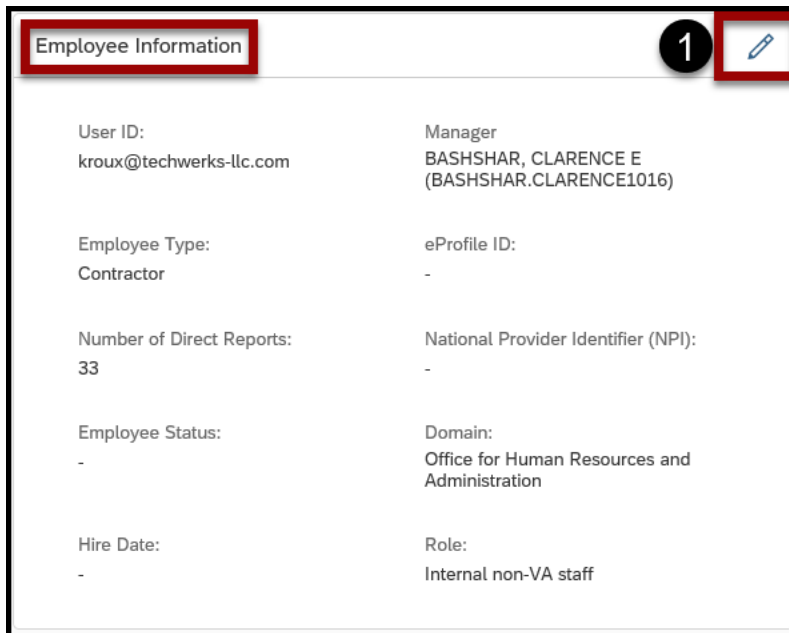
The screenshot displays the VA TMS landing page in a 'SANDBOX' environment. The top navigation bar includes the 'Home' dropdown menu, which is open, showing options: 'Home', 'Learning', 'My Employee File', and 'Admin Center'. The 'Learning' option is highlighted with a red box and a circled '2'. A circled '1' is placed next to the 'Home' dropdown menu. The main content area features several tiles: 'My Info' (with a 'Learning' tile and a graduation cap icon), 'My Profile', 'My History', 'My Specialty' (with 'Admin Favorites', 'Admin Center', 'Learning Administration', and 'Quick Links' tiles), and a URL bar at the bottom: https://hcm03s.ns2cloud.com/sf/home?bplte_company=VASBXHCM03S&_s...

3. From the Links widget box, select the **My Information** option.



 **Task B. Change Your Manager**

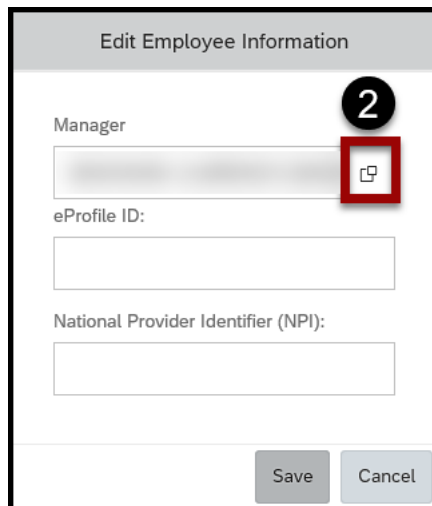
1. In the **Employee Information** section, select the **Edit** icon (the pencil icon).



The screenshot shows the 'Employee Information' section of a web application. The title 'Employee Information' is highlighted with a red box. A black circle with the number '1' is positioned over the top right corner, and a red box highlights a pencil icon (the Edit icon) next to it. The main content area displays the following information:

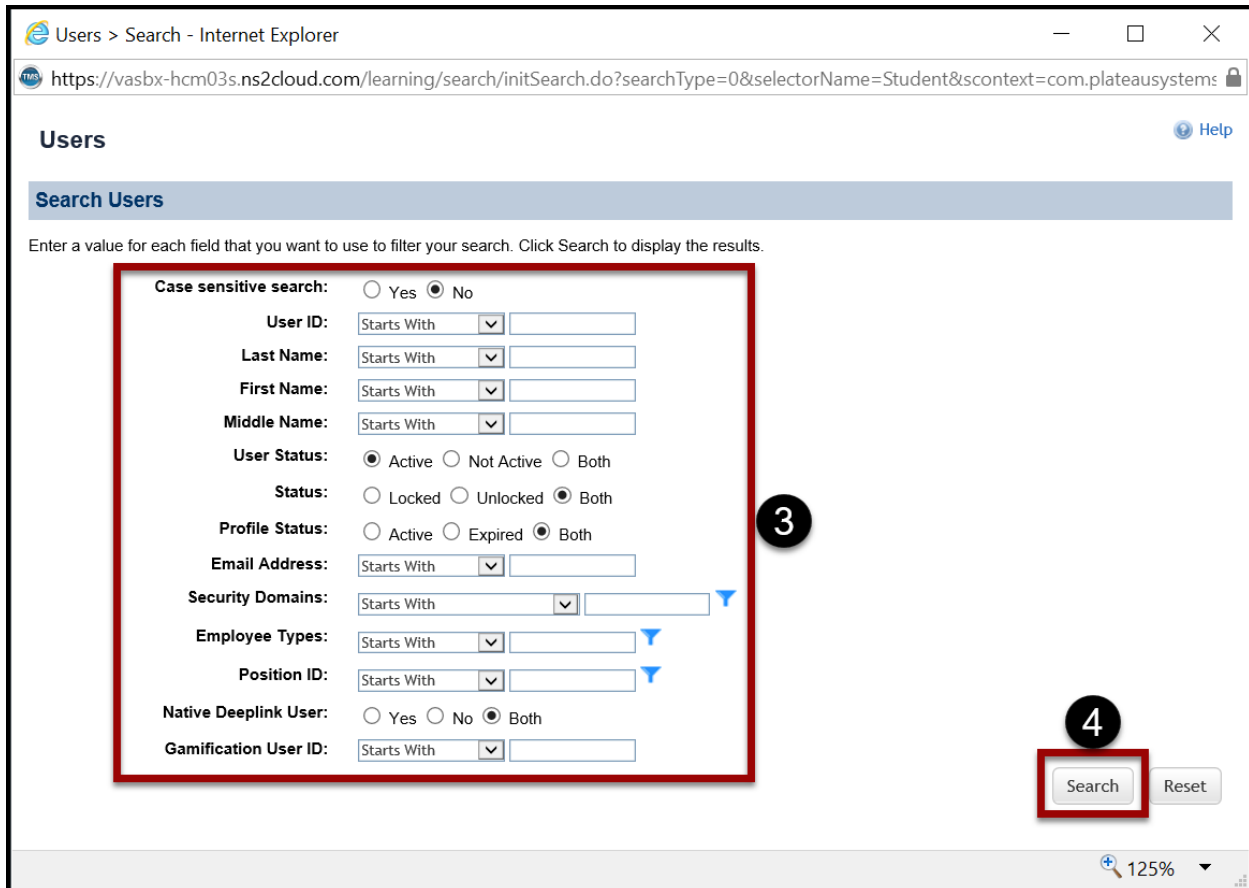
User ID: kroux@techwerks-llc.com	Manager BASHSHAR, CLARENCE E (BASHSHAR.CLARENCE1016)
Employee Type: Contractor	eProfile ID: -
Number of Direct Reports: 33	National Provider Identifier (NPI): -
Employee Status: -	Domain: Office for Human Resources and Administration
Hire Date: -	Role: Internal non-VA staff

2. In the Edit Employee Information screen, select the **magnifying glass icon** in the Manager field to begin a search for your Manger.



The screenshot shows the 'Edit Employee Information' screen. The title 'Edit Employee Information' is at the top. The 'Manager' field is highlighted with a red box, and a black circle with the number '2' is positioned over it. A magnifying glass icon is visible in the bottom right corner of the Manager field. Below the Manager field are input fields for 'eProfile ID:' and 'National Provider Identifier (NPI):'. At the bottom of the screen are 'Save' and 'Cancel' buttons.

3. Enter **search criteria** to find your manager.
4. Select **Search**.



Users > Search - Internet Explorer

https://vasbx-hcm03s.ns2cloud.com/learning/search/initSearch.do?searchType=0&selectorName=Student&scontext=com.plateausystems

Users

Help

Search Users

Enter a value for each field that you want to use to filter your search. Click Search to display the results.

Case sensitive search: Yes No

User ID: Starts With [dropdown] [input]

Last Name: Starts With [dropdown] [input]

First Name: Starts With [dropdown] [input]

Middle Name: Starts With [dropdown] [input]

User Status: Active Not Active Both

Status: Locked Unlocked Both

Profile Status: Active Expired Both

Email Address: Starts With [dropdown] [input]

Security Domains: Starts With [dropdown] [input]

Employee Types: Starts With [dropdown] [input]

Position ID: Starts With [dropdown] [input]

Native Deeplink User: Yes No Both

Gamification User ID: Starts With [dropdown] [input]

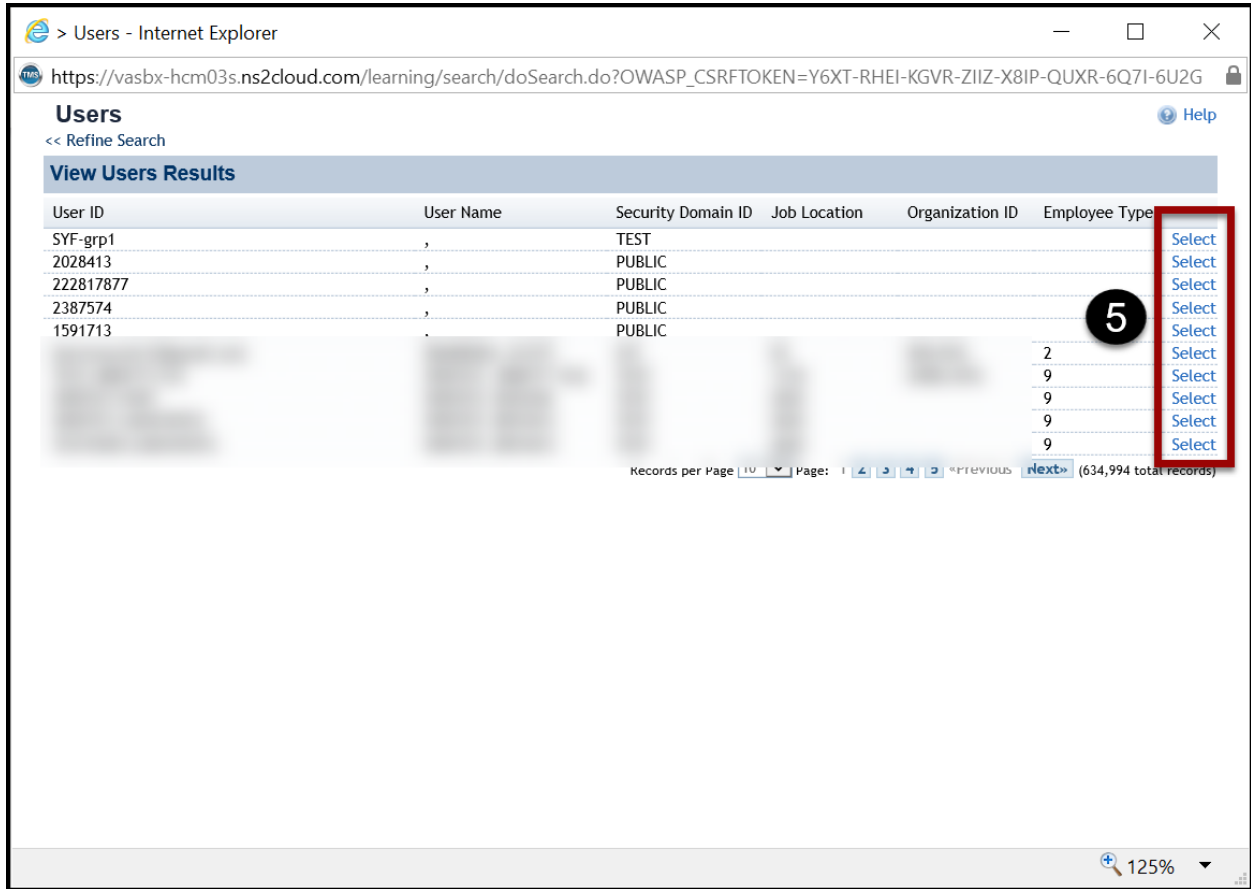
3

4

Search Reset

125%

5. Choose the **Select** link next to your manager.



Users - Internet Explorer
 https://vasbx-hcm03s.ns2cloud.com/learning/search/doSearch.do?OWASP_CSRFTOKEN=Y6XT-RHEI-KGVR-ZIIZ-X8IP-QUXR-6Q7I-6U2G

Users Help

<< Refine Search

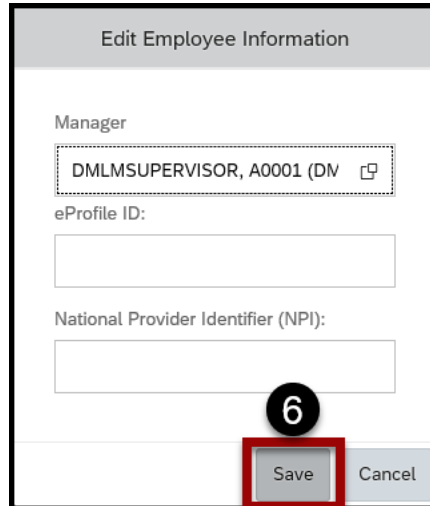
View Users Results

User ID	User Name	Security Domain ID	Job Location	Organization ID	Employee Type	
SYF-grp1	,	TEST				Select
2028413	,	PUBLIC				Select
222817877	,	PUBLIC				Select
2387574	,	PUBLIC				Select
1591713	.	PUBLIC				Select
					2	Select
					9	Select
					9	Select
					9	Select
					9	Select

Records per Page 10 Page: 1 PREVIOUS next (634,994 total records)

125%

6. Select **Save** on the Edit Employee Information window. You have successfully changed your Manager.



Edit Employee Information

Manager

DMLMSUPERVISOR, A0001 (DM)

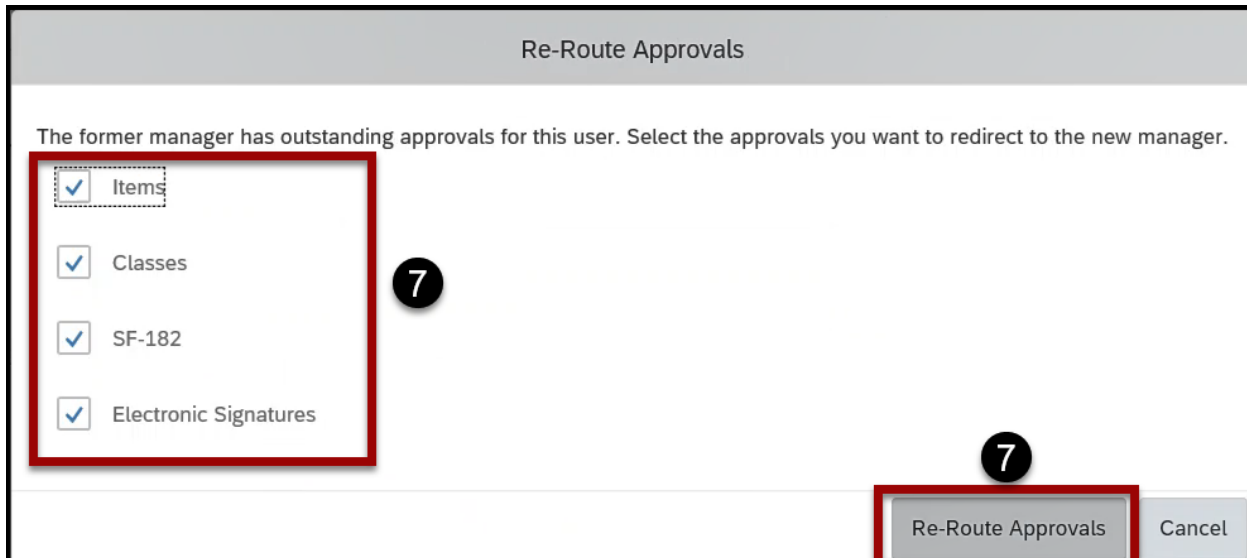
eProfile ID:

National Provider Identifier (NPI):

6

Save Cancel

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



Re-Route Approvals

The former manager has outstanding approvals for this user. Select the approvals you want to redirect to the new manager.

Items

Classes

SF-182

Electronic Signatures

7

7

Re-Route Approvals Cancel