



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.

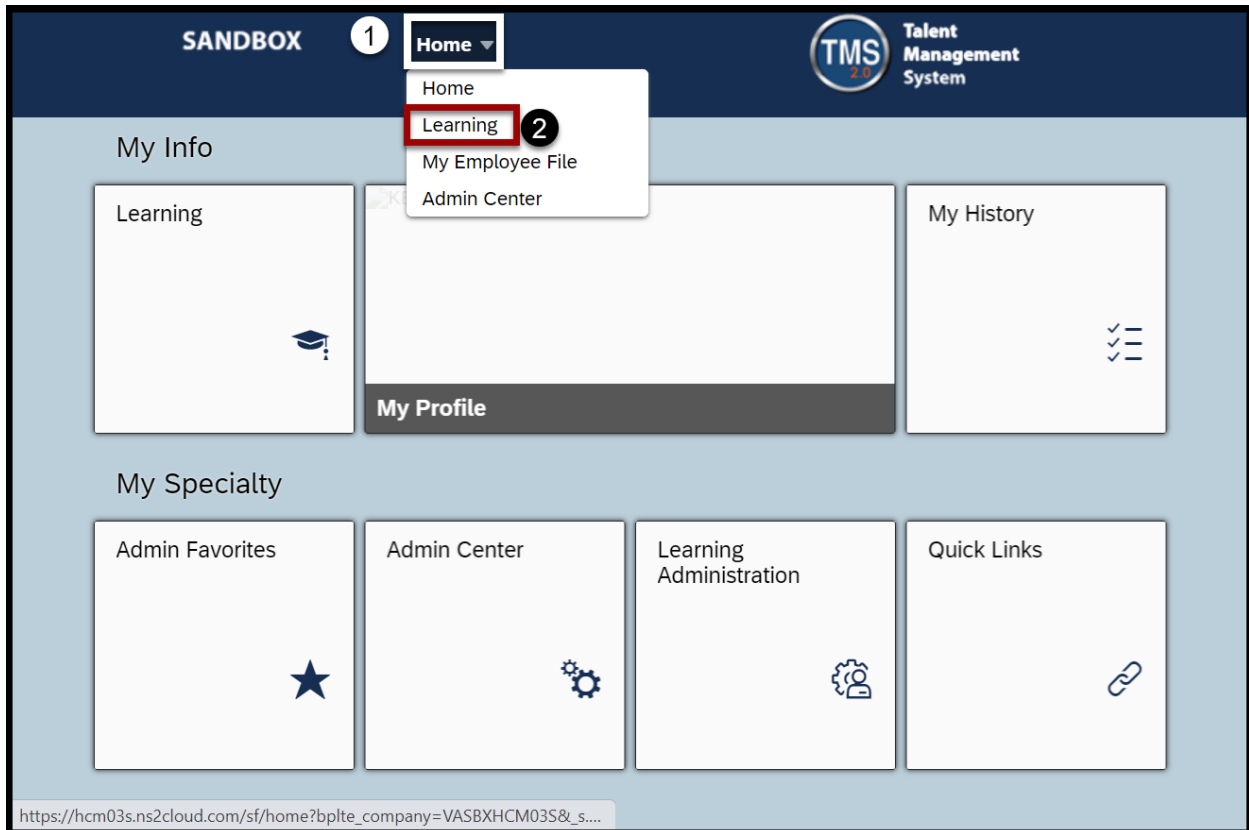
In this job aid, you will learn how to:

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

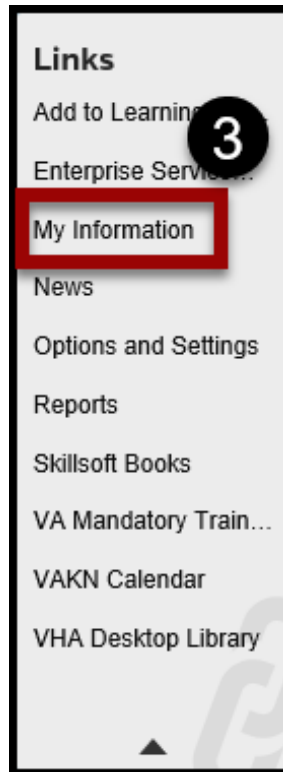


Task A. Access My Information

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.

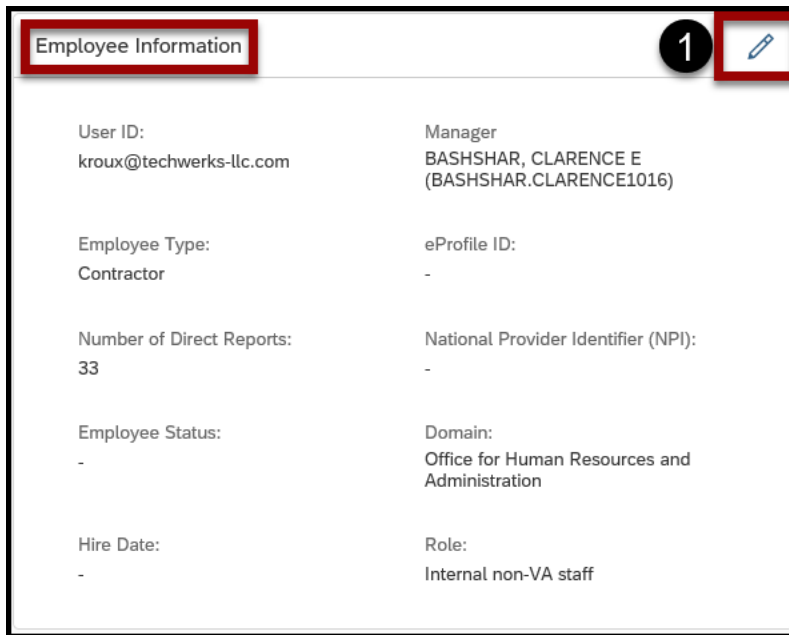


3. From the Links widget box, select the **My Information** option.



 Task B. Change Your Manager

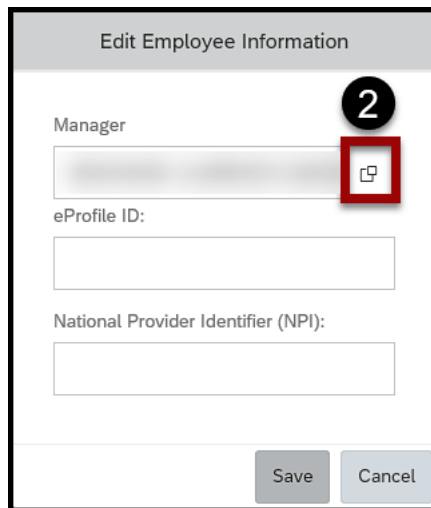
1. In the **Employee Information** section, select the **Edit** icon (the pencil icon).



The screenshot shows the 'Employee Information' section of the TMS interface. A red box highlights the 'Employee Information' title bar, and another red box highlights the 'Edit' icon (pencil) in the top right corner, with a circled '1' next to it. The form 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.

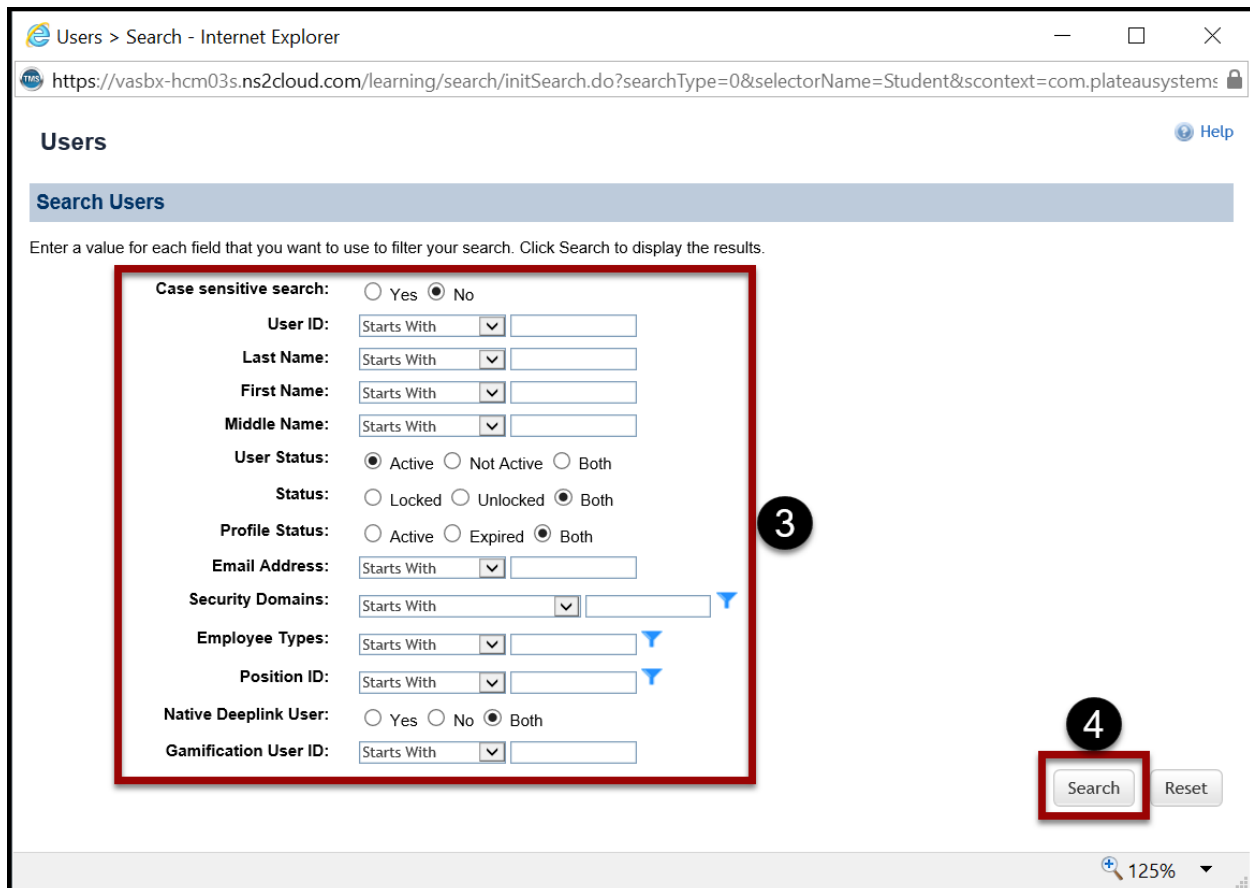


The screenshot shows the 'Edit Employee Information' screen. A red box highlights the magnifying glass icon in the Manager field, with a circled '2' next to it. The form contains the following fields:

- Manager: [Text field with magnifying glass icon]
- eProfile ID: [Text field]
- National Provider Identifier (NPI): [Text field]

At the bottom right, there 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

Last Name: Starts With

First Name: Starts With

Middle Name: Starts With

User Status: ☒ Active ☐ Not Active ☐ Both

Status: ☐ Locked ☐ Unlocked ☒ Both

Profile Status: ☐ Active ☐ Expired ☒ Both

Email Address: Starts With

Security Domains: Starts With

Employee Types: Starts With

Position ID: Starts With

Native DeepLink User: ☐ Yes ☐ No ☒ Both

Gamification User ID: Starts With

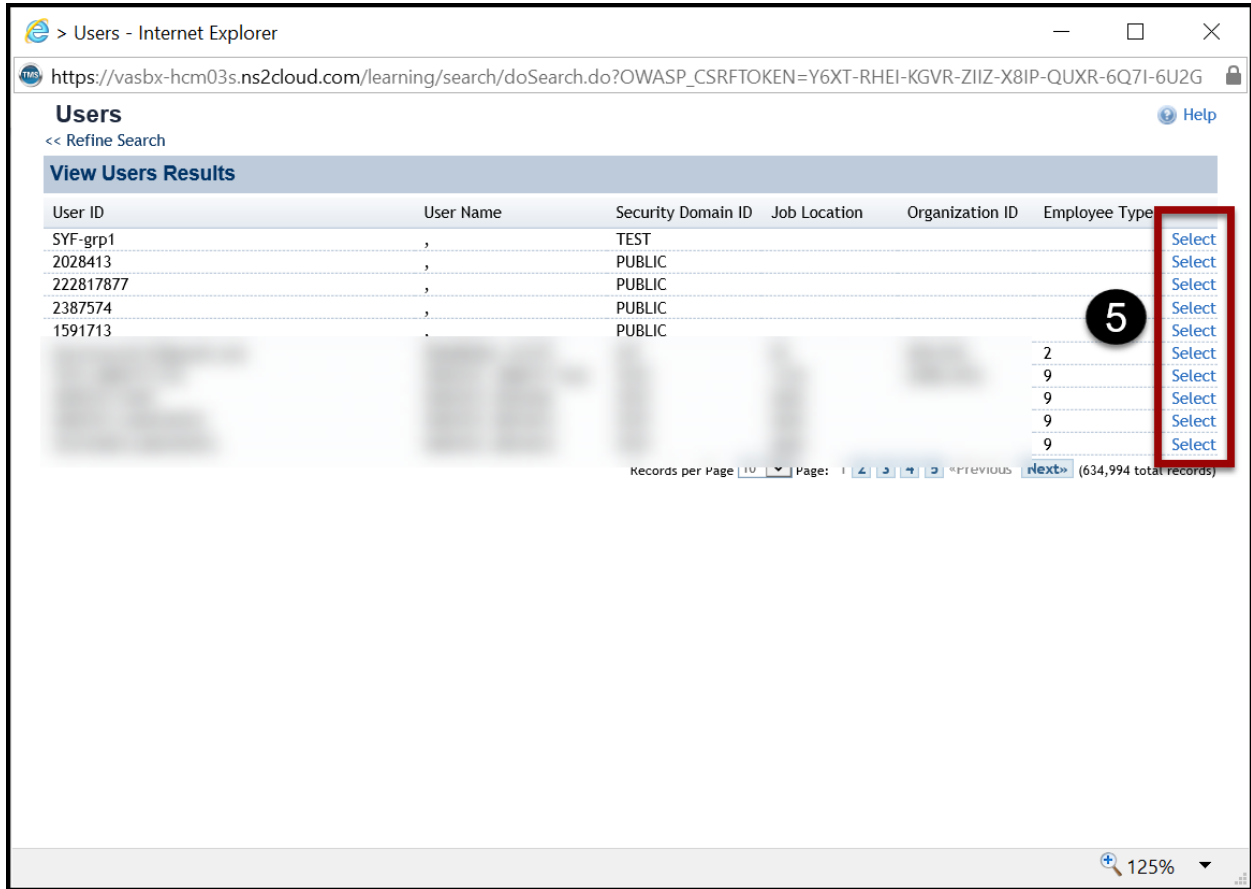
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Search **Reset**

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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

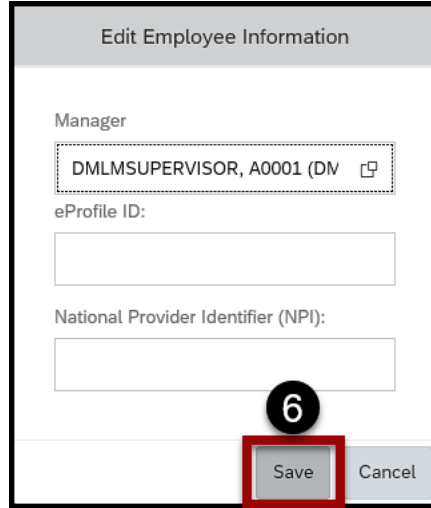
View Users Results

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)

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



Edit Employee Information

Manager

DMLMSUPERVISOR, A0001 (DM)

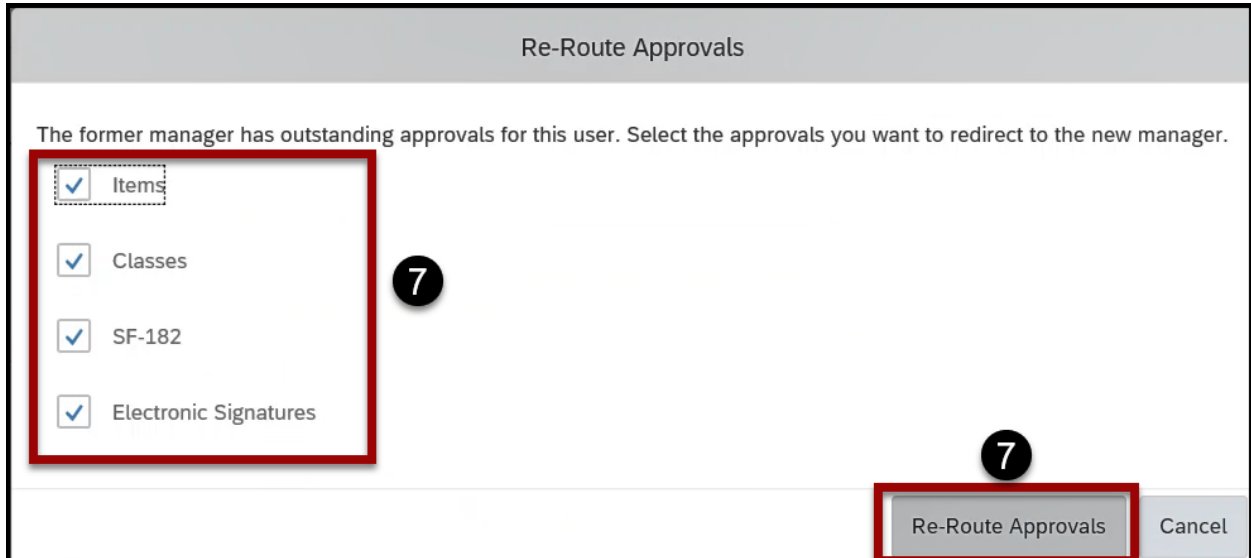
eProfile ID:

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.

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Re-Route Approvals Cancel