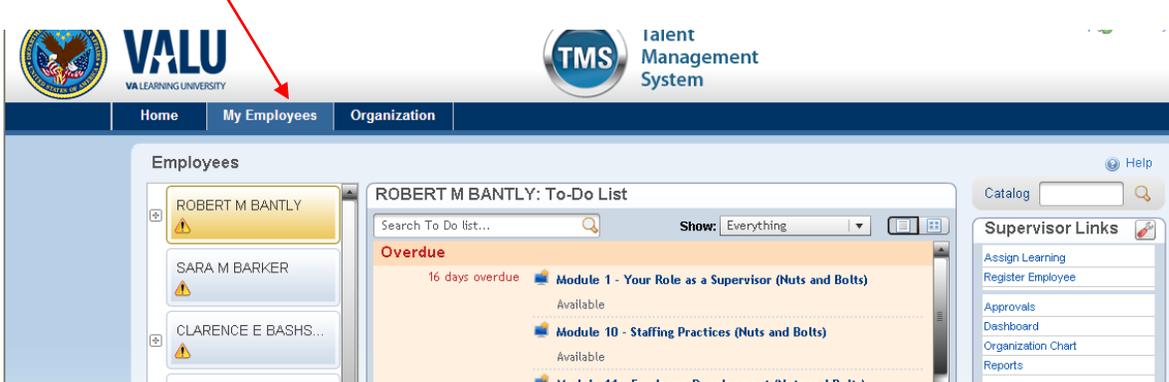


Supervisor Use of the VA TMS

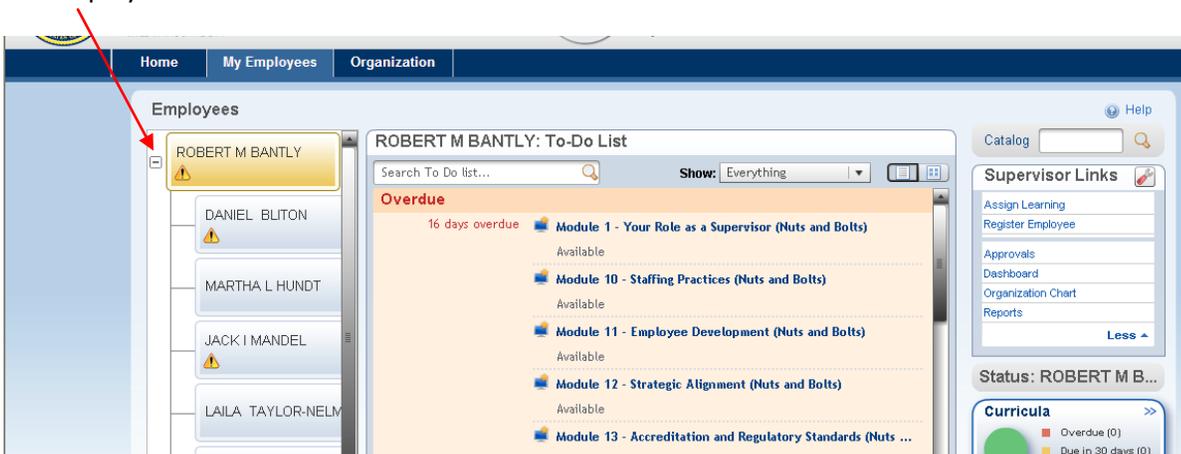
Receiving notification that your employee has not completed assigned training

You will automatically receive an email notifying you if one of your employees is delinquent in not completing assigned training with a required by date on their To Do List, providing that they have your name listed as their supervisor in their TMS profile. You can verify whether any of your employees don't have your name listed as their supervisor by logging into the TMS and clicking on your Employee tab (see screen capture below). Only employees who correctly have you listed as their supervisor will be listed in your Employee tab.

Click the **My Employees** tab to see the list of employees reporting to you.

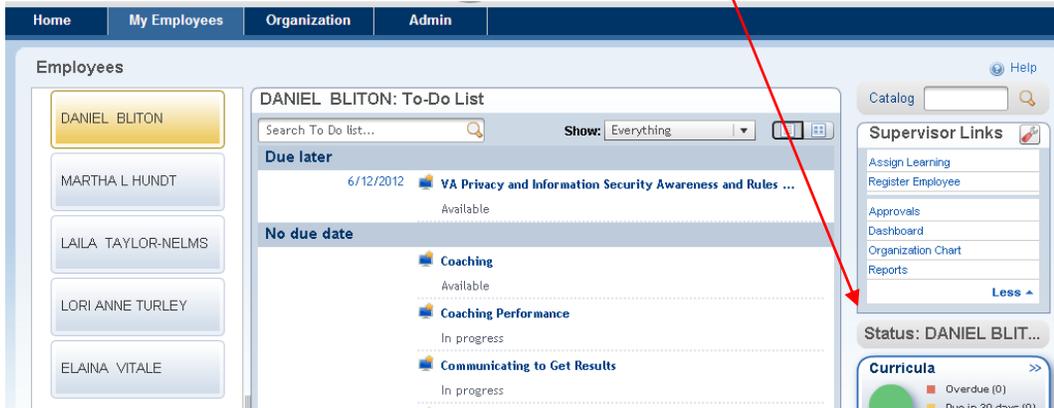


To see the status of training for employees under one of your direct reports, click on the + sign to the left of the employees name.



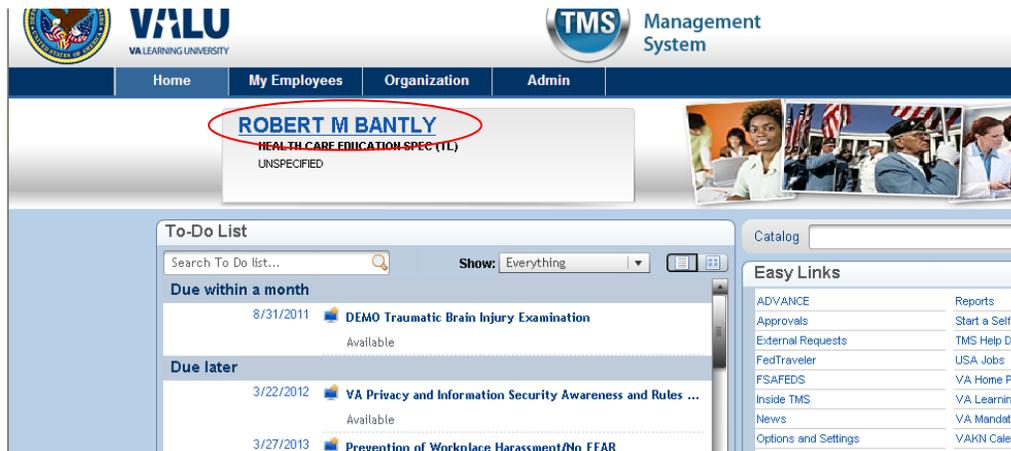
To see the courses that are overdue for any of your employees just click on their name box to highlight it (see example above; Bantly box highlighted, their overdue courses listed to the right).

You can also see the employees that report to you by clicking on the **Organization Chart** link in the Supervisor Links pod on the right side of your **My Employee** tab screen.



If an employee that reports to you does not appear in the list of your employees in the TMS, you should direct them to add your name to the Supervisor data field in their TMS Profile. The best way to assure they enter the correct name is to provide your TMS User ID to them and have them enter that. They also have the option to search for your name, but if there are multiple people with your same first and last name in the TMS, it may be difficult for them to identify which name is the correct entry. Their steps would be:

1. log into the TMS,
2. click on their name in the box just under the menu bar (see picture below),



3. click on the edit icon (pencil and paper icon) for the Employee Information section,



4. enter their supervisor TMS User ID or search for their supervisor in the global search (click on the magnifying glass icon) and highlight their supervisor's name and select it
5. Click the Save button.