

VA TMS Electronic Individual Development Plan (eIDP)

CAREER PLANNING

VA TMS eIDP

Supervisor Job Aid: Managing Employee eIDPs



May 2014

Table of Contents

| | |
|---|---|
| Purpose | 3 |
| Task A. Access an Employee’s Draft eIDP | 4 |
| Task B. View Goal Details | 6 |
| Task C. Add Notes, Print eIDP, or View Change Log | 8 |
| Task D. Approve or Deny an Employee’s eIDP | 9 |

Purpose

The purpose of this Job Aid is to guide you through the steps of viewing, editing, and approving your employees' eIDPs in the TMS.

In this Job Aid, you will learn how to:

- Access an employee's draft eIDP
- View goal details on an employee's eIDP
- Add notes, print the eIDP, and view changes log
- Approve or deny an employee's eIDP.

Task A. Access an Employee's Draft eIDP

Click this link below to log in to your TMS account:

<https://www.tms.va.gov/learning/user/login.jsp>.

1. The TMS Home Page screen appears. On the Easy Links menu to the right of the screen, click the Approvals link.

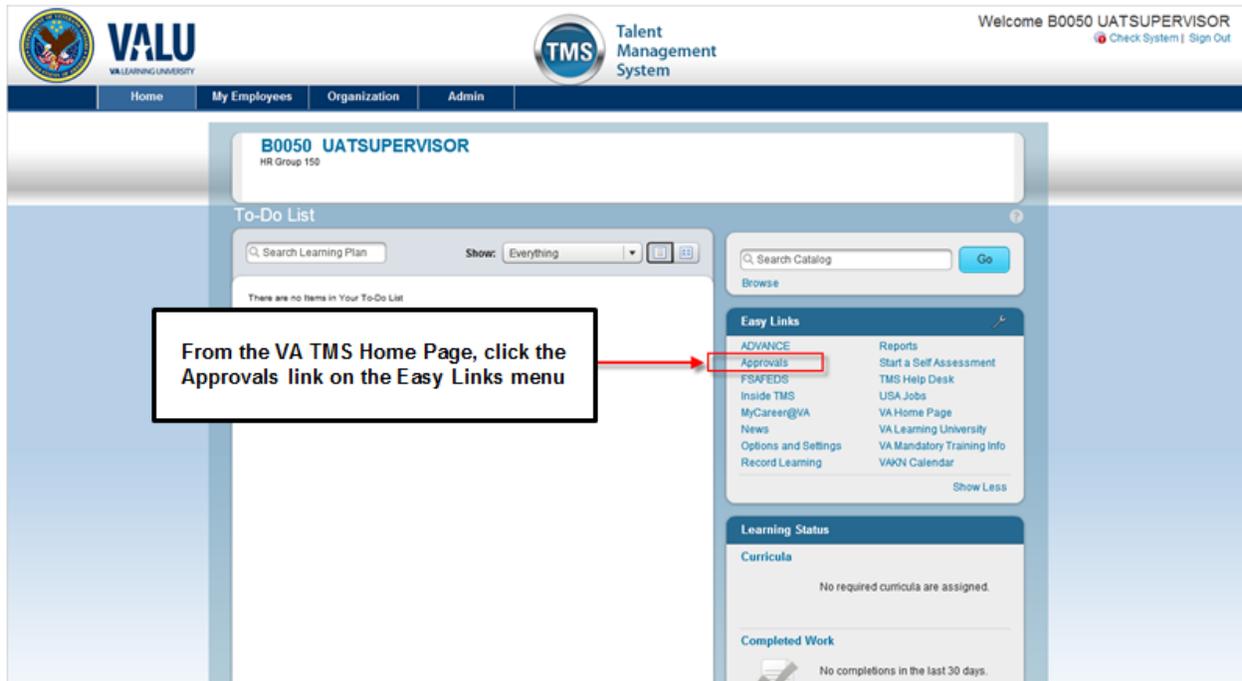


Figure 1: Image of VA TMS User Home Page screen highlighting the Approvals link on the Easy Links menu. From the Home Page, click the Approvals link on the Easy Links menu.

- The Pending Reviews and Approvals screen appears. On this screen, you can view all pending approvals under the Subordinate Plan Approvals tab. Select the employee eIDP you would like to review and click the Review button.

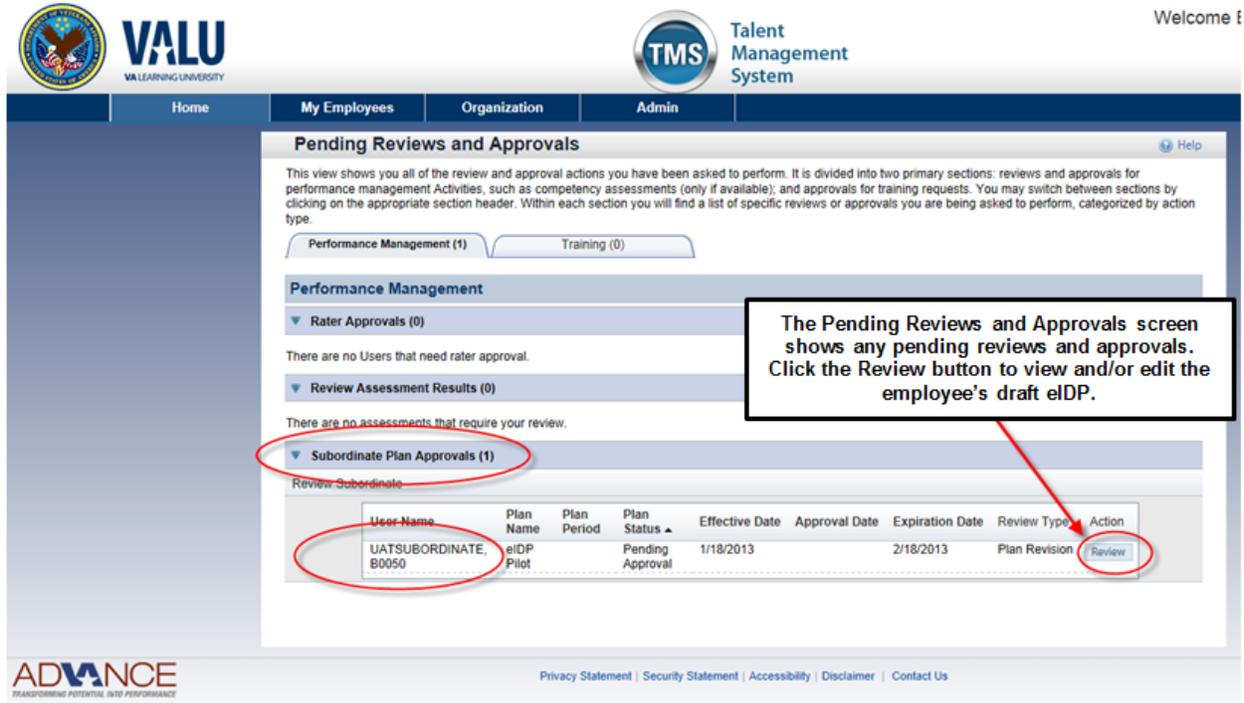


Figure 2: Image of VA TMS eIDP Pending Reviews and Approvals screen highlighting Subordinate Plan Approvals, User Name, and the Review button. The Pending Reviews and Approvals screen shows any pending reviews and approvals. Click the Review button to view and/or edit the employee’s draft eIDP.

Task B. View Goal Details

- The Supervisor Approval of Plans screen appears. On this screen, you can view the employee's eIDP and goals. To view the goal details, click the goal name.

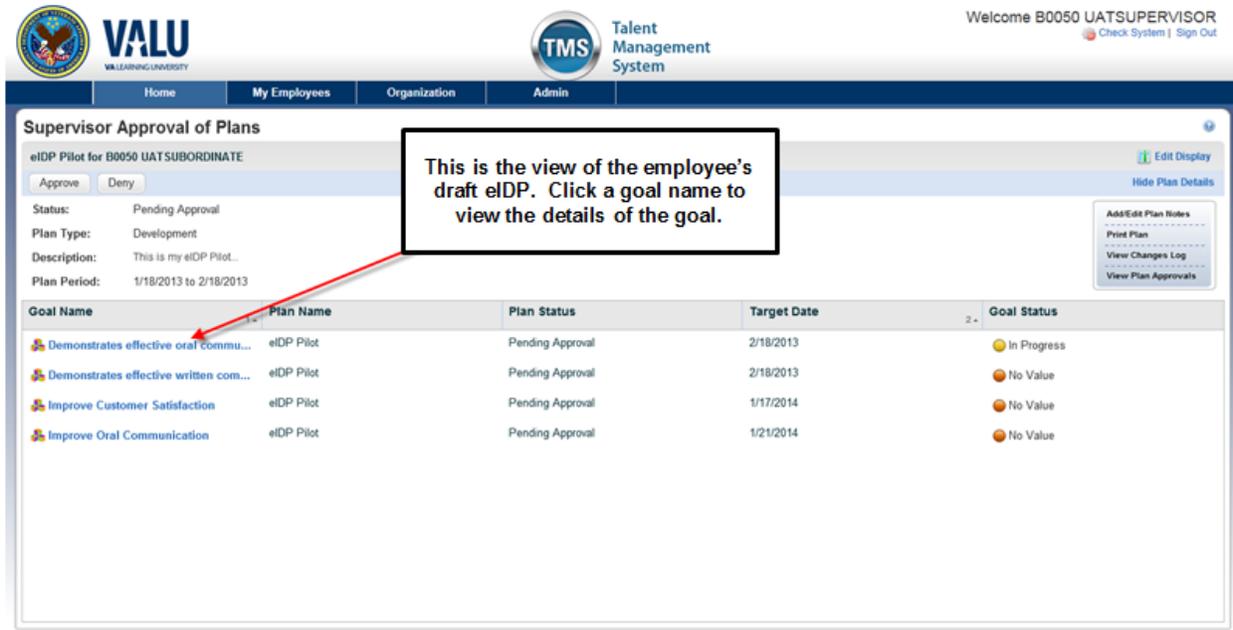


Figure 3: Image of VA TMS eIDP Supervisor Approval of Plans screen highlighting the goal name list that is the supervisor's view of the employee's draft eIDP goals. Click a goal name to view the details of the goal.

- The View Goal screen appears. On this screen, you can review all the details for the employee's goal. You can also add goal-related notes by clicking the Goal Notes button at the top of the screen. After you complete the approval process, the employee can view your notes. When finished, click the Close button.

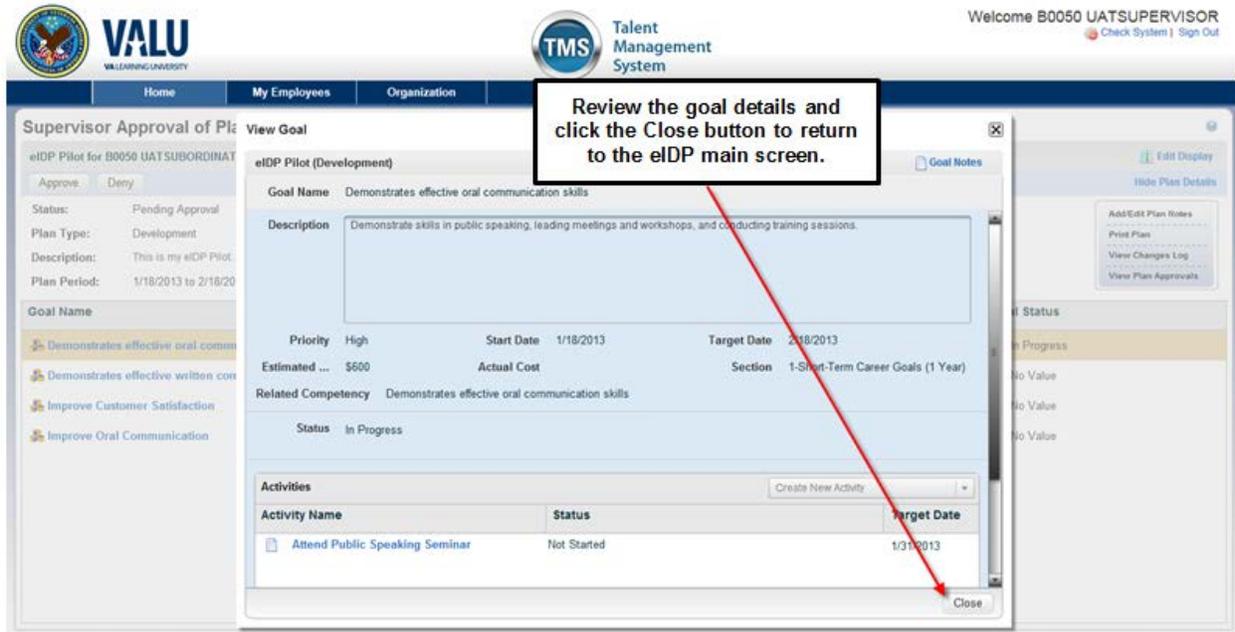


Figure 4: Image of VA TMS eIDP View Goal screen highlighting the Close button. Review the goal details and click the Close button to return to the eIDP main screen.

Task C. Add Notes, Print eIDP, or View Change Log

- The Supervisor Approval of Plans screen appears. Using the Options box on the right side of the screen, you can add and edit plan notes, print the employee’s eIDP, and view any changes made to the eIDP throughout the plan period.

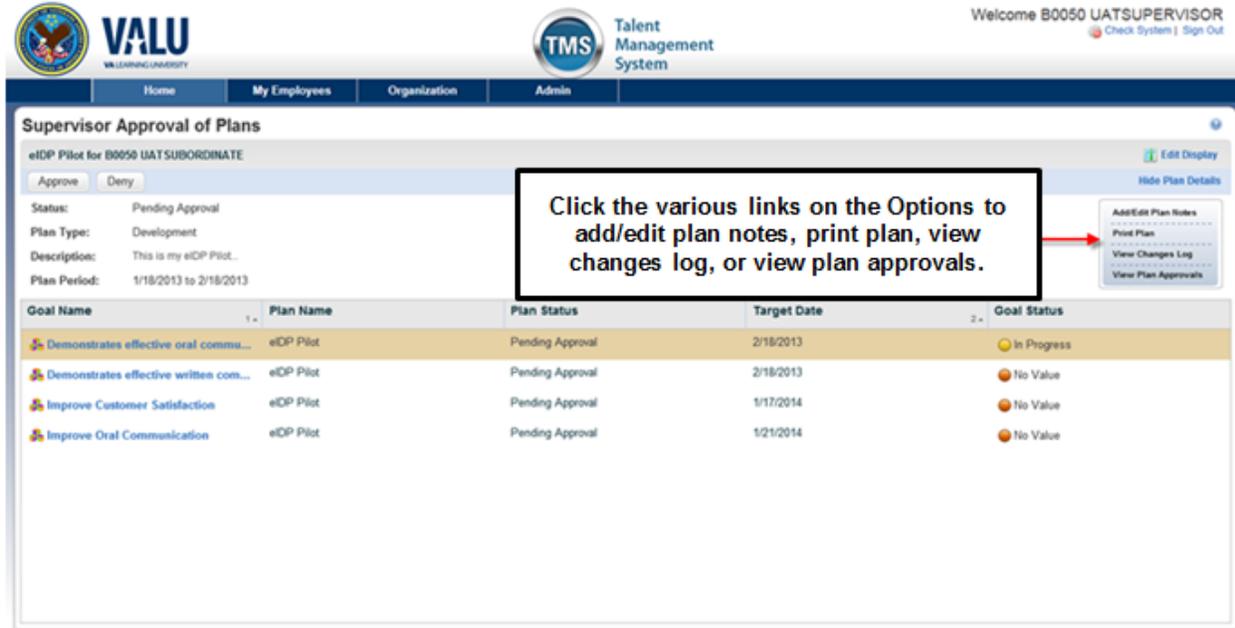


Figure 5: Image of VA TMS eIDP Supervisor Approval of Plans screen with an arrow pointing to the Add/Edit Plan Notes, Print Plan, View Changes Log, and View Plan Approvals options box.

Task D. Approve or Deny an Employee's eIDP

NOTE: Prior to approving or denying an employee's eIDP, best practice suggests you schedule a meeting with the employee to discuss the eIDP. The objective of the meeting is to ensure that the employee selects goals that align with organizational goals and that you have the appropriate resources available to support the employee's eIDP

After reviewing all the employee's goals and adding any goal-related notes, click either the Approve button to approve the eIDP or the Deny button to deny the eIDP. If you click the Deny button, the TMS will require you to enter comments before returning the eIDP to the employee for revision.

Welcome B0050 UATSUPERVISOR
Check System | Sign Out

Home My Employees Organization Admin

Supervisor Approval of Plans

eIDP Pilot for B0050 UATSUBORDINATE

Approve Deny

Status: Pending Approval

Plan Type: Development

Description: This is my eIDP Pilot...

Plan Period: 1/18/2013 to 2/18/2013

To approve or deny the employee's eIDP, click either the Approve or Deny button.

| Goal Name | Plan Name | Plan Status | Target Date | Goal Status |
|---------------------------------------|------------|------------------|-------------|-------------|
| Demonstrates effective oral commu... | eIDP Pilot | Pending Approval | 2/18/2013 | In Progress |
| Demonstrates effective written com... | eIDP Pilot | Pending Approval | 2/18/2013 | No Value |
| Improve Customer Satisfaction | eIDP Pilot | Pending Approval | 1/17/2014 | No Value |
| Improve Oral Communication | eIDP Pilot | Pending Approval | 1/21/2014 | No Value |

Figure 6: Image of VA TMS eIDP Supervisor Approval of Plans screen highlighting the Approve and Deny buttons. To approve or deny the employee's eIDP, click either the Approve or the Deny button.

- When you deny the eIDP and return it to the employee for revision, you are required to add comments explaining why you are denying the eIDP and what changes you expect the employee to make. When finished, click the Submit button to return the eIDP to the employee.

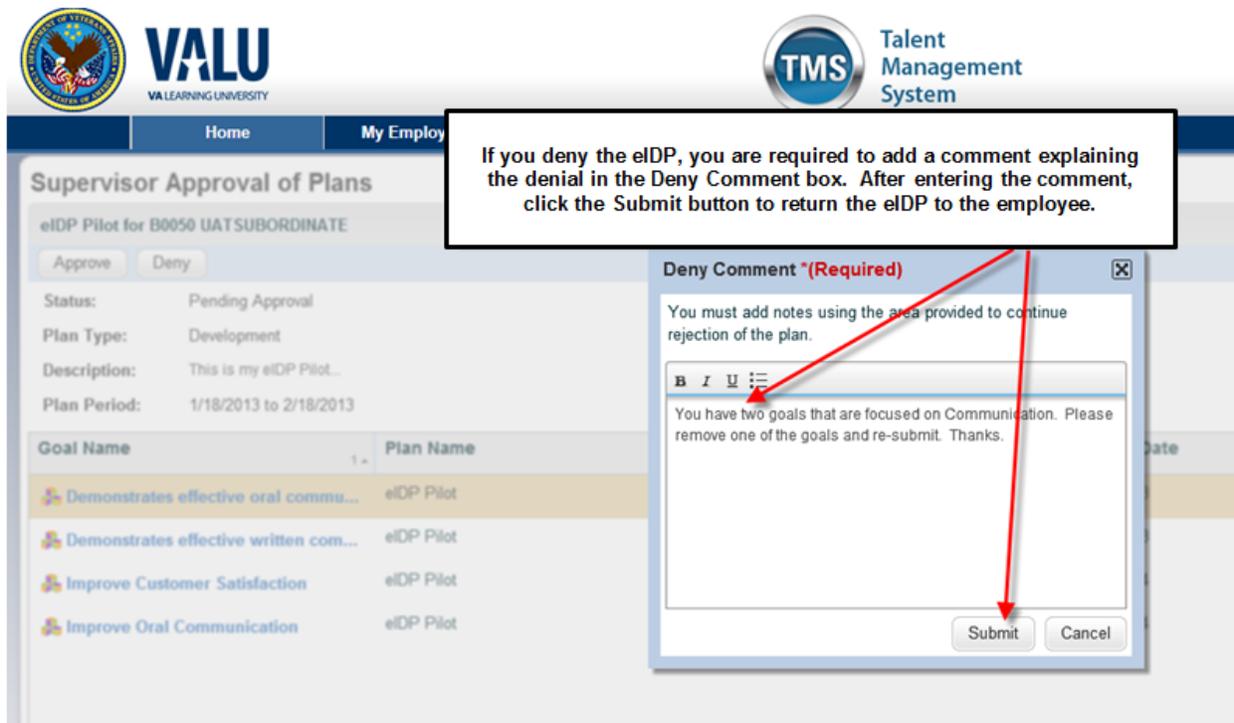


Figure 7: Image of VA TMS eIDP Supervisor Approval of Plans screen and the Deny Comment box with arrows pointing to the free text area and the Submit button. If you deny the eIDP, you are required to add a comment explaining the denial in the Deny comment box. After entering the comment, click the Submit button to return the eIDP to the employee.

- Once you approve the employee’s eIDP, the TMS removes the eIDP from your Pending Reviews and Approvals screen.



Figure 8: Image of VA TMS eIDP Pending Reviews and Approvals screen highlighting Subordinate Plan Approvals. Once you approve the eIDP, the TMS returns to the Pending Reviews and Approvals screen. Note that you no longer have any pending reviews. The employee eIDP now shows in an Active status.