Supervisor Job Aid: Assign Alternate Supervisors

(Revision date: February 27, 2017)

Purpose

The purpose of this job aid is to guide you through the step-by-step process for assigning alternate supervisors to employees. This VA TMS function is often used when an employee is going to work for another manager or supervisor for an extended period of time and you need to transfer the responsibility for completing your supervisory tasks. An alternate supervisor can perform only those actions that you perform as the primary supervisor. Up to 10 people can be added as alternate supervisors for an employee.

In this job aid, you will learn how to:

- Task A. Assign Alternate Supervisors to Employees
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1. Select the My Team tab from the VA TMS home page.

2. Select the three-dotted icon next to the employee name.

3. Select the Manage Alternate Supervisors link.

4. Enter the name of the person you wish to make an alternate supervisor and then select the supervisor from the drop down list OR select the Advanced Search link to access additional search parameters.
5. Once you have designated your alternate supervisor, select **Make Responsible** under Competency Assessments. **Note:** Competency Assessments and Performance Reviews are not currently active in the VA TMS.

6. Select **Save.** **NOTE:** A notification will be sent to inform the user of the assignment. Reassigning an employee to a different supervisor follows the same process as assigning an alternate supervisor.