

Job Aid: Assign Alternate Supervisors

Purpose

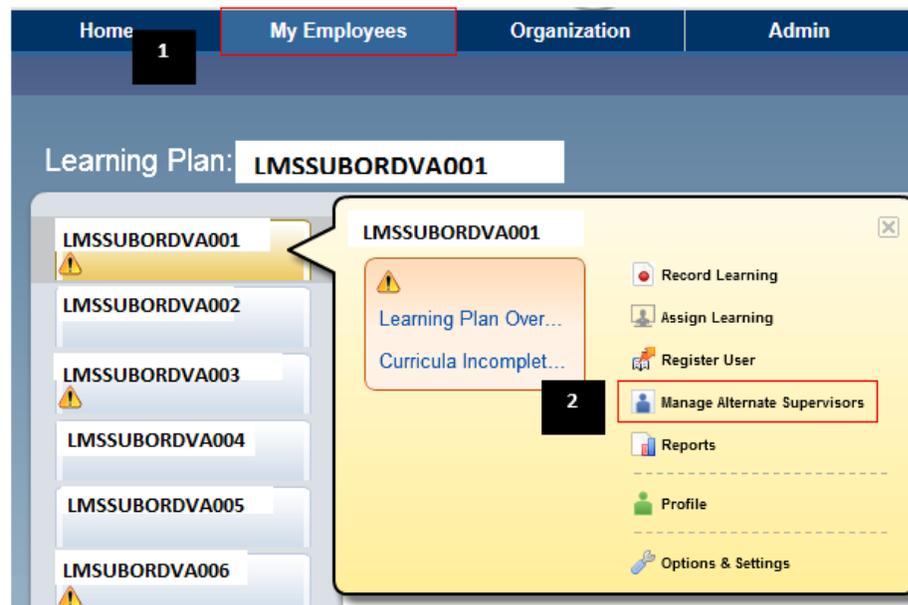
The purpose of this job aid is to guide you through the step-by-step process for assigning alternate supervisors to employees. This VA TMS function is often used when an employee is going to work for another manager or supervisor for an extended period of time and you need to transfer the responsibility 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:

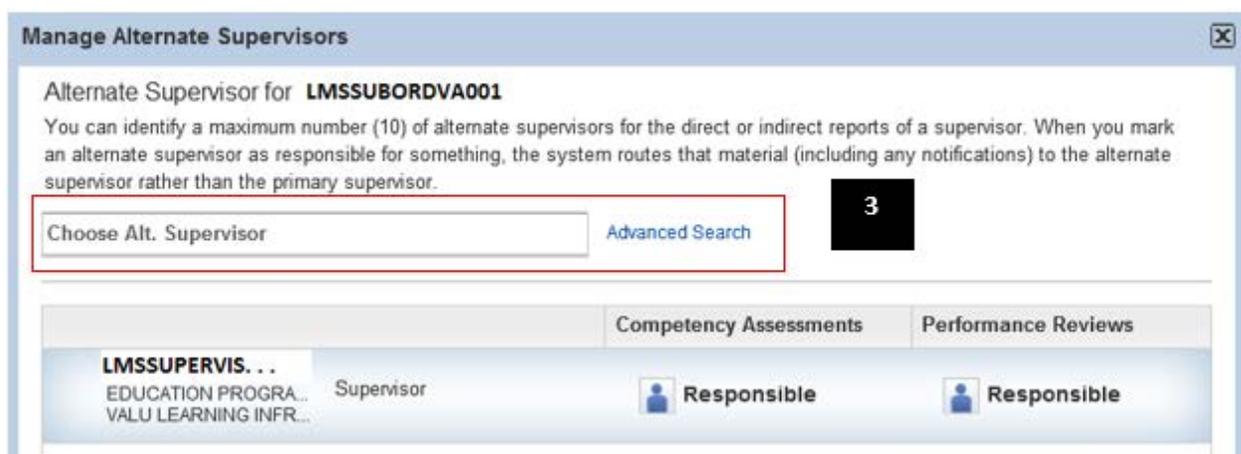
- Assign Alternate Supervisors to Employees

Task A. Assign Alternate Supervisors to Employees

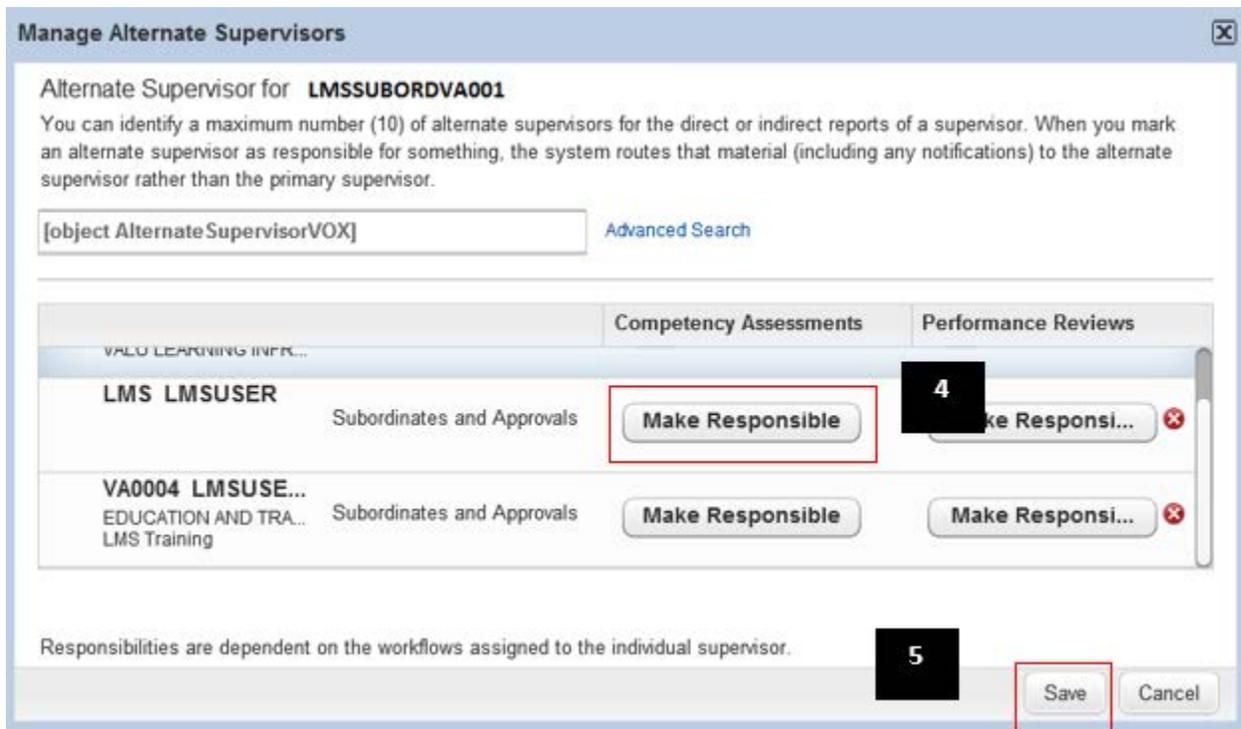
1. Select the **My Employees** tab from the VA TMS home page.
2. Hover over the desired employee card and select the **Manage Alternate Supervisors** link.



3. Enter the name of the person you wish to make an alternate supervisor and then select the alternate supervisor from the drop down list **OR** select the **Advanced Search** link to access additional search parameters.



4. 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.
5. Select **Save**.



Alternate Supervisor for **LMSSUBORDVA001**

You can identify a maximum number (10) of alternate supervisors for the direct or indirect reports of a supervisor. When you mark an alternate supervisor as responsible for something, the system routes that material (including any notifications) to the alternate supervisor rather than the primary supervisor.

[object AlternateSupervisorVOX] [Advanced Search](#)

	Competency Assessments	Performance Reviews
VALU LEARNING INFR... LMS LMSUSER Subordinates and Approvals	Make Responsible	4 Make Responsi... ❌
VA0004 LMSUSE... EDUCATION AND TRA... LMS Training Subordinates and Approvals	Make Responsible	Make Responsi... ❌

Responsibilities are dependent on the workflows assigned to the individual supervisor.

5 **Save** **Cancel**

6. 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.