

Effective immediately, no Request for Personnel Action (SF52) - Change of Supervisor will be submitted through the Safe Access File Exchange (SAFE) system, Technician/AGR SF52 inbox, or through Defense Civilian Personnel Data Systems (DPCDS). Changes in supervisors will be accomplished using DCPDS. Employees and supervisors have the ability to submit an “Update MySupervisor” or “Update MyTeam” request under Customer Support. Customer Support is located on the top of the My Biz+ Homepage. Detailed instructions are below.

Navigating to the Request Hierarchy Assistance Features

The Customer Support feature, located on the menu bar, will only contain Update MySupervisor feature for DFAS, DLA and NG employees. Managers may select either the Update MySupervisor or Update MyTeam features.

The screenshot shows the MyBiz+ homepage for Minerva DFS Boyum. The top navigation bar includes 'Other DCPDS Applications', 'Favorites', 'Customer Support', 'Help', and 'Logout'. The 'Customer Support' menu is highlighted with a red box, showing options for 'Update MySupervisor', 'Update MyTeam', and 'Manage Hierarchy Requests'. A green arrow points to the 'Manage My Views' link in the top left. Below the navigation bar, there is a 'Notifications' table with four entries, all marked as 'Read / Unread'. The main content area is divided into several sections: 'Key Services' (Performance Management and Appraisals, My Workplace, Request Employment Verification, Civilian Career Report, Update Contact Information, Update Professional Development, Retrieve SF30, Update MySupervisor / MyTeam), '\$ Pay' (Gross Pay: 749.67, Net Pay: 449.80, Play Period End Date: 10-Jan-2015), '\$ Leave' (Annual Leave Balance: 149.00, Sick Leave Balance: 98.00, Annual Leave Forfeit Balance: 108.00), '\$ Retirement' (No Data Available), and '\$ Last Personnel Action' (Type of Action: Individual Cash Award RB, Effective Date: 20-Sep-2012). At the bottom, there is a 'Detail Pages' section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, Reports, and My Team.

Update MySupervisor Process for Employees

After selecting Update MySupervisor from Customer Support, the Update MySupervisor page displays which allows employees to select or enter their correct supervisor full name. Supervisor Last Name, Supervisor First Name, Supervisor Work Email Address and Supervisor Work Phone will display. Employee’s work email address and work phone number will autopopulate with information stored in MyBiz+. If MyBiz+ does not contain this information, employees must enter work email address and work phone number prior to submitting a request. The information identified on this page will be forwarded to HR for review and update.

Update MySupervisor Form

Either select the radio button for a listed supervisor or enter your supervisor's full first and last name in the Enter Your Supervisor's Full Name box. In addition, enter/validate work email address and work phone number.

Select supervisor, and then the Submit button if work email address and work phone number are correct.

Home - Update My Supervisor

Required fields
Select the correct supervisor from the list below. If your supervisor's name isn't listed, enter their name below.
Important: Please wait 2 weeks before submitting this request if you recently changed jobs or were assigned a new supervisor.

Clear Selection

Supervisor Last Name	Supervisor First Name	Supervisor Work Email Address	Supervisor Work Phone
DF-S Proxa	Carlton	Carlton_DF_SProxa@texas.net	120-125-2303

Enter Your Supervisor's Full Name if not listed above:

* Enter/validate your work email address: Enter/validate your work phone number:

Cancel Submit

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- After selecting Submit button, a Confirmation page displays containing important information which employees must review and save. HR Offices track requests via the request Control Number. Select OK button to exit Confirmation page.

Important: Employees must store the request Control Number for future reference.

Your request has been submitted to your servicing Human Resources Office.

Your request Control Number is 000420.

- Normally, your information will be updated within 30 days.
- Recent personnel actions may correct the information sooner.
- You may be contacted by your servicing Human Resources Office to provide additional information to process your request.

OK

Update MyTeam for Managers

After selecting Update MyTeam from Customer Support, the Update MyTeam page displays two (2) regions:

- Missing From MyTeam (Add Employees) allows managers to identify missing employees last name, first name and comments for HR to review/add.
- Remove From MyTeam (Remove Employees) allows managers to select employees who are currently in their hierarchy (from a prepopulated list) for HR to review/remove. The prepopulated list will display employees currently listed in MyWorkplace. In addition, managers can enter the correct supervisor name and/or comments.

Manager's work email address and work phone number autopopulates with information stored in MyBiz+. If MyBiz+ does not contain this information, managers must enter work email address and work phone number prior to submitting a request. The information identified on this page is forwarded to HR for review and update.

Missing From MyTeam (Add Employees)

The following employees are missing from MyTeam.

- Select Add Row to enter additional employees. Select Delete Row to remove specific employee(s) from this request.
- When adding additional employees first and last name are required.
- When complete, select Submit.

Employee Last Name	Employee First Name	Comments (max 200 chars)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row
			Add Row

Remove From MyTeam (Remove Employees)

- Check box next to Employee Name to remove an employee from your team.
- When complete, select Submit.

<input type="checkbox"/>	Employee Last Name	Employee First Name	Employee Work Email Address	Employee Work Phone	Correct Supervisor Name or other comments (max 200 chars)
<input type="checkbox"/>	DFS Bains	Bernardina	Bernardina.I.DFSBains@dfas.mil		
<input type="checkbox"/>	DFS Kristanson	Francis	Francis.I.DFSKristanson@dfas.mil		

* Enter/validate your work email address: Enter/validate your work phone number:

Cancel Submit

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Update MyTeam Form

To add additional employee names, manager would select Add Row button under the Missing From MyTeam (Add Employees) region. If manager accidentally adds an incorrect employee, he/she can delete by selecting Delete Row button.

To remove an employee from MyTeam check the box next to the employee that the manager would like to remove. After all changes have been made, select Submit button.

Remove From MyTeam (Remove Employees)

- Check box next to Employee Name to remove an employee from your team.
- When complete, select Submit.

<input type="checkbox"/>	Employee Last Name	Employee First Name	Employee Work Email Address	Employee Work Phone	Correct Supervisor Name or other comments (max 200 chars)
<input checked="" type="checkbox"/>	DFS Bains	Bernardina	Bernardina.I.DFSBains@dfas.mil		Enter first, last name of correct supervisor, information will be available to HR Office
<input type="checkbox"/>	DFS Kristanson	Francis	Francis.I.DFSKristanson@dfas.mil		

* Enter/validate your work email address: Enter/validate your work phone number:

Cancel Submit

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After selecting Submit button, a Confirmation page appears containing important information for managers. HR Offices track requests via the request Control Number. Select OK button to exit the Confirmation page.

Your request has been submitted to your servicing Human Resources Office.

Your request Control Number is 000421.

- Normally, your information will be updated within 30 days.
- Recent personnel actions may correct the information sooner.
- You may be contacted by your servicing Human Resources Office to provide additional information to process your request.

