



TMS  
2.0

VA

# Supervisor Job Aid

Assign Alternate Supervisor

## Supervisor Job Aid: Assign Alternate Supervisor

### Purpose

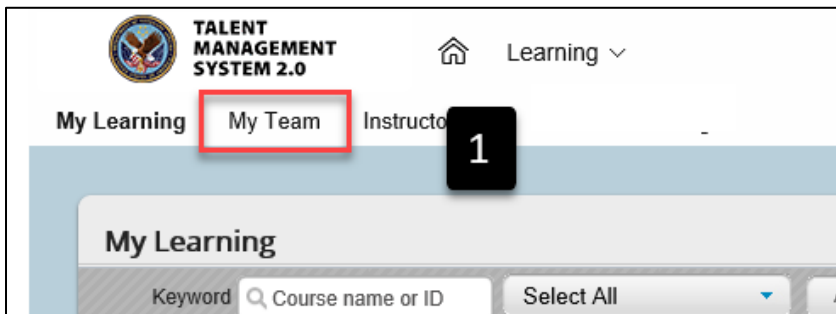
The purpose of this job aid is to guide you through the step-by-step process of assigning alternate supervisors to your employees in TMS 2.0.

In this job aid, you will learn how to:

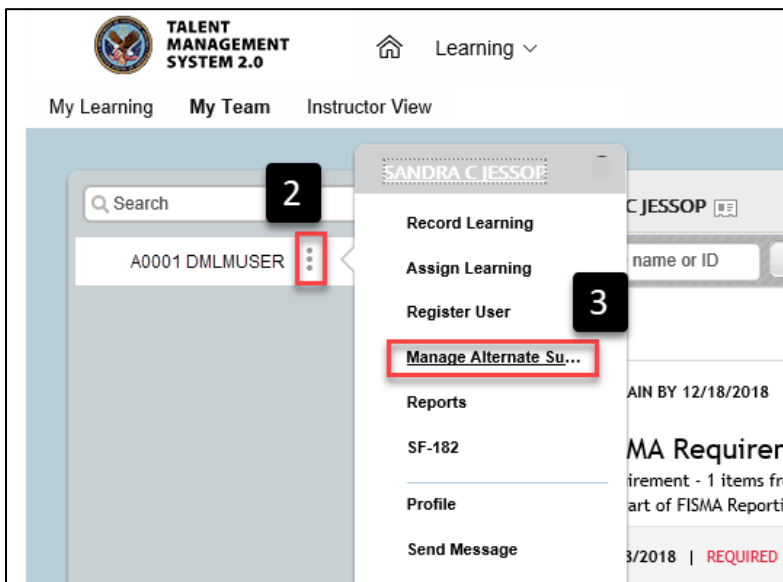
- Assign an alternate supervisor
- Remove an alternate supervisor

## Assign an Alternate Supervisor

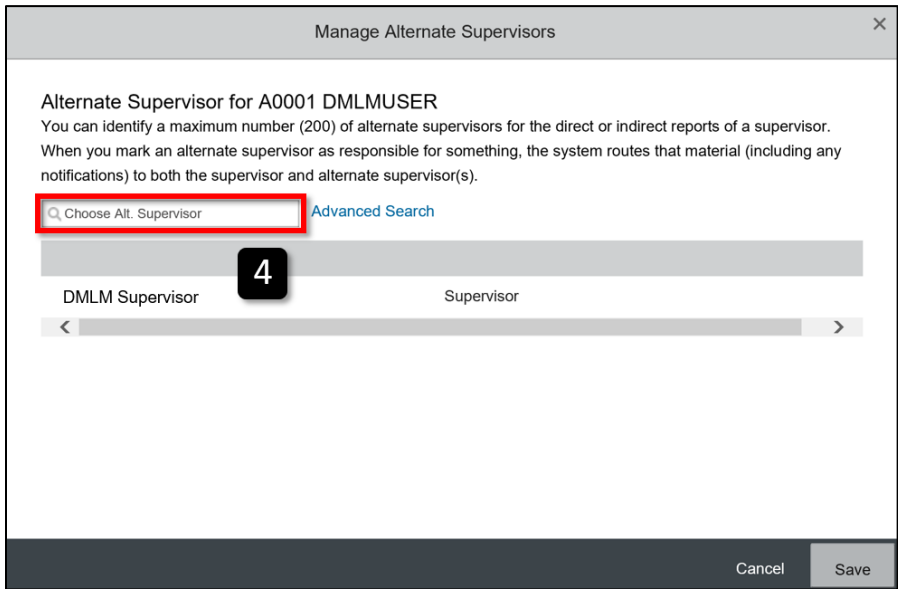
1. After logging into the TMS 2.0, navigate to your **My Team** page.



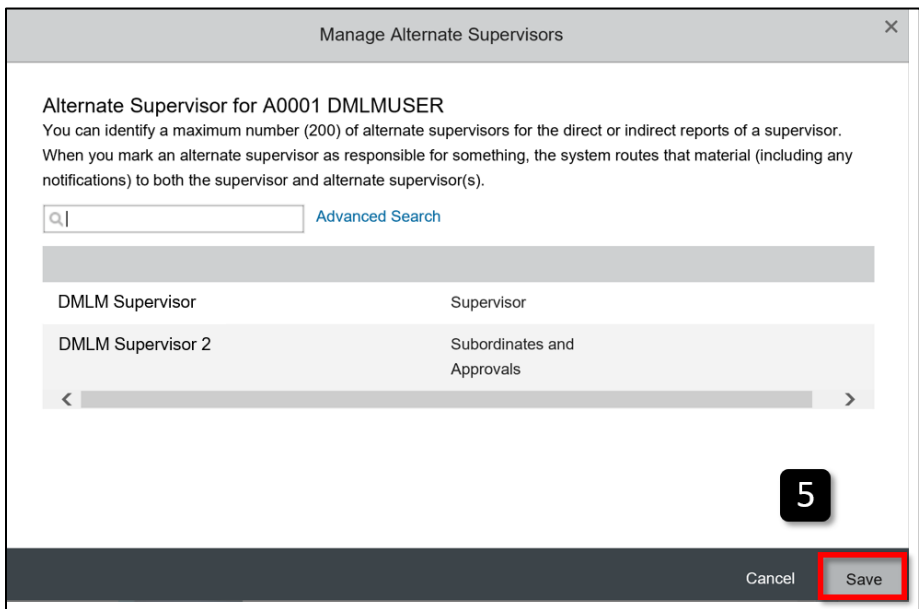
2. Locate the user to whom you wish to add an alternate supervisor. Select the vertical ellipses to view additional settings.
3. Select the **Manage Alternate Supervisors** link.



4. Your name displays as the current supervisor. Use the Search field to locate the user you are assigning as the alternate supervisor.

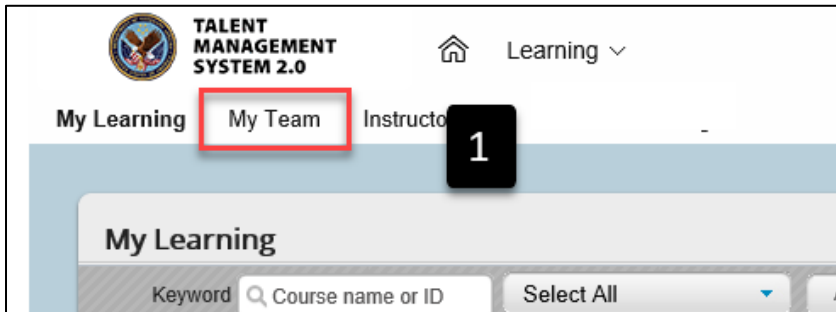


- After finding and selecting the alternate supervisor, that person displays in the list under your name. Select **Save**. The selected user now serves as an alternate supervisor to your employee.

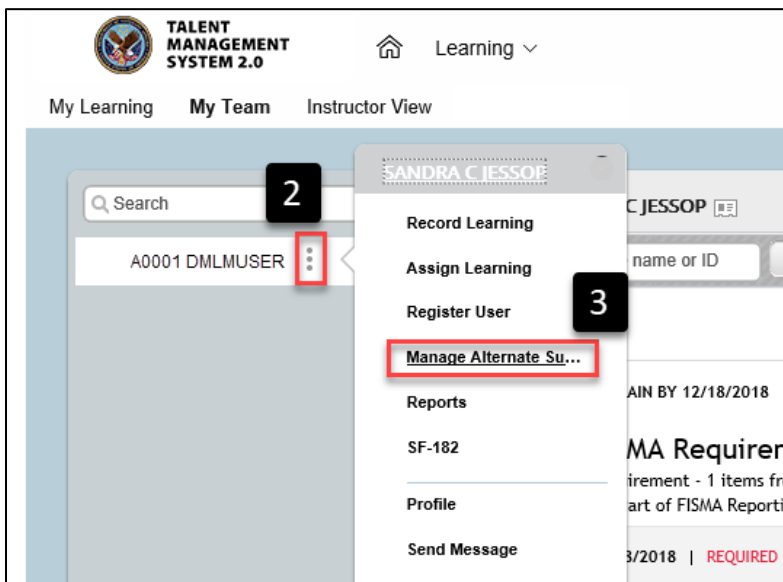


## Remove an Alternate Supervisor

1. After logging into the TMS 2.0, navigate to your **My Team** page.

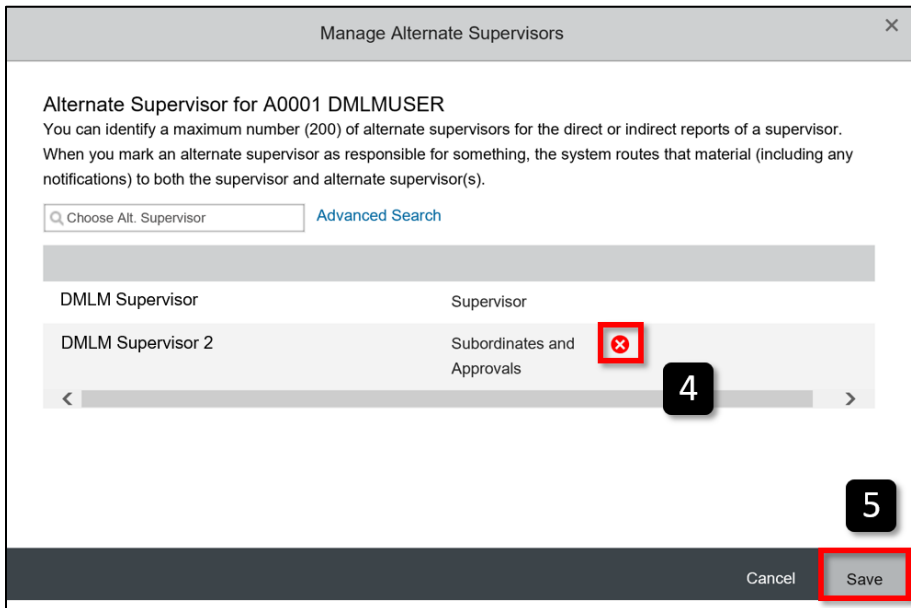


2. Locate the user to whom you wish to add an alternate supervisor. Select the vertical ellipses to view additional settings.
3. Select the **Manage Alternate Supervisors** link.



4. Select the **Delete** button next to the supervisor's name who will no longer serve as an alternate supervisor.


5. Select **Save**. The selected user no longer serves as an alternate supervisor to your employee.



Manage Alternate Supervisors

Alternate Supervisor for A0001 DMLMUSER  
You can identify a maximum number (200) 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 both the supervisor and alternate supervisor(s).

Choose Alt. Supervisor [Advanced Search](#)

DMLM Supervisor	Supervisor
DMLM Supervisor 2	Subordinates and Approvals 

Cancel **Save**