

Approve a Matrix Team (Supervisor)

A matrix team allows a matrix team manager to temporarily manage an employee in HR Links who doesn't officially report to them. Matrix teams should rarely be needed, and only when an employee's supervisor is temporarily unavailable to manage the employee in HR Links.

While the matrix team is in place, both the Matrix Team manager and the you as the "reports to" supervisor can:

- See the employee in the My Team tile
- Approve timesheets and absence requests
- Create new performance plans
- Approve "Initiate SF-52" requests for the employee
- Receive email notifications about transactions that need approval (leave requests, timesheets, "reviewer" approval for level 5 performance ratings, etc.
- Receive email notifications (emails about probationary periods and upcoming Within Grade Increases, career ladder promotions, and Not-To-Exceed dates).

"Reports To" Supervisor Approves Matrix

Once the Matrix Manager has submitted a request to add your employee to a matrix team, you must approve it.

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 Manager Request Action
 Image: Service
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- 1. From the HR Links Manager Self Service homepage, select the Approvals tile.

2. Select **Matrix Team** from the left hand menu. Select the name of the employee being matrixed by clicking on the **arrow** on the right side of the employee's name



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	View By Type	•	Search Q					
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(11)	Absence/Add'l Time Reque	28	Matrix Team	Add Member		Routed		, ,
Æ	GSA01 Federal PAR	3				05/19/2	.021	-
	Initiate SF52	2						
**	Matrix Team	1						

3. Select **Approve** to approve the Matrix Team assignment (or **Deny**, as needed)

Pending Approvals		Matrix Team	ଜ 🚑 : Ø
Management & Program Analyst			Approve Deny
Summary			
Add to Team HRT21 Start Date 05/24/2	Detail 21	Requestor [End Date 06/19/21	
 Additional Information 			
Team Details	>		
Approver Comments			
	1		
Approval Chain	>		

4. Add any approval comments and select **Submit.**

Cancel	Approve	Submit
You are abo	out to approve this request.	
Approver (Comments	
test		