Establish a Matrix Team (Matrix Team Manager)

A matrix team allows you to temporarily manage an employee in HR Links who doesn't officially report to you. 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 you and 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).

You will not be able to access the employee's existing performance plan if it was created prior to the matrix team being established. However, the plan can be transferred to you by your HR's performance management staff.
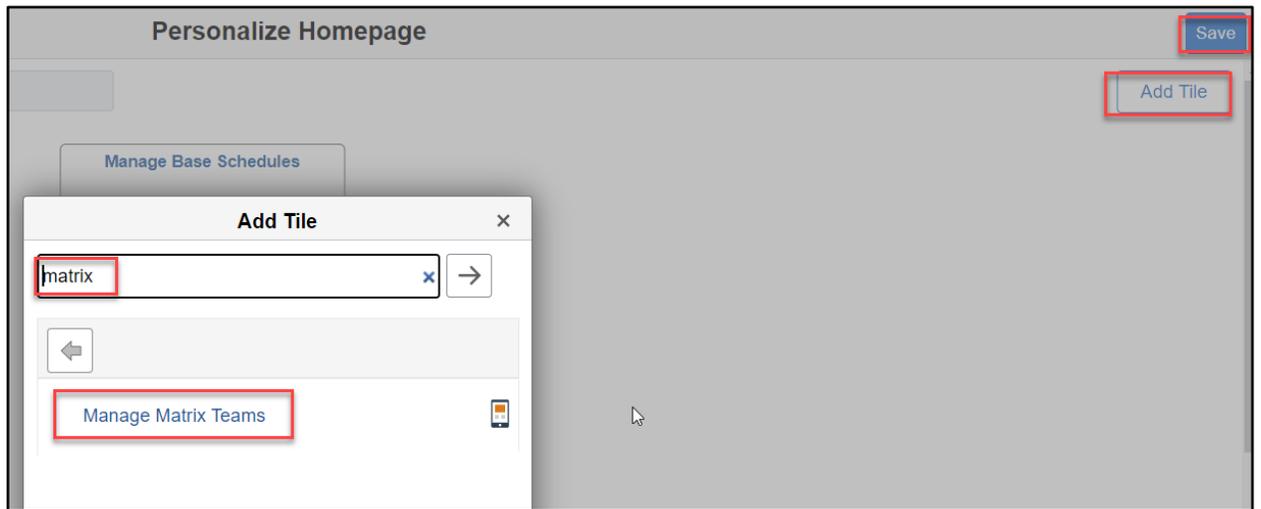
Add Matrix Team Tile

If you don't have the "Manage Matrix Team" tile, you must add it before establishing your matrix team.

1. From the *Manager Self Service homepage* click the Actions list icon and select **Personalize Homepage.**
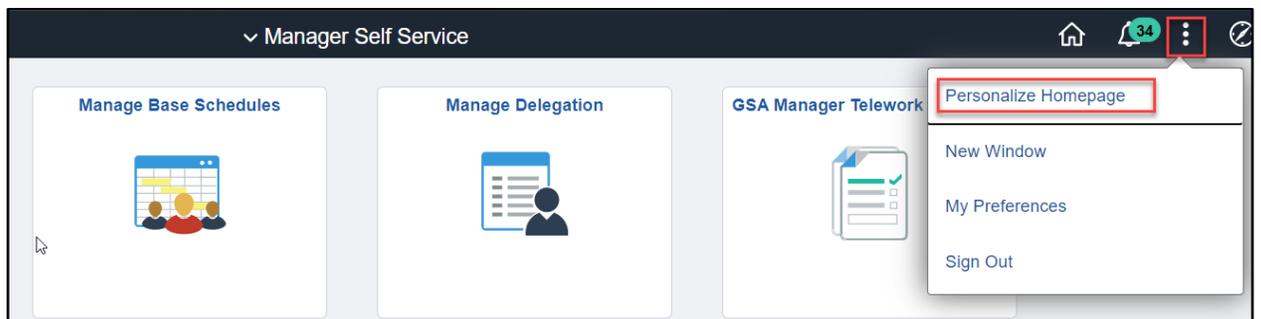
2. Select **Add Tile.** Search for Manage Matrix Teams in the search bar. Select the **Manage Matrix Teams tile** from the list. Select the **Save** button.
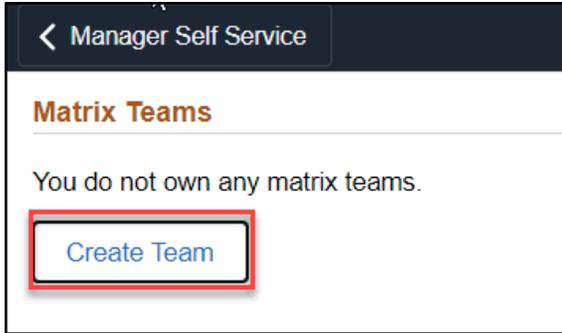

# Request Matrix Team from "Reports To" Supervisor

1. From the **HR Links Manager Self Service** homepage, select the **Manage Matrix Teams** tile.
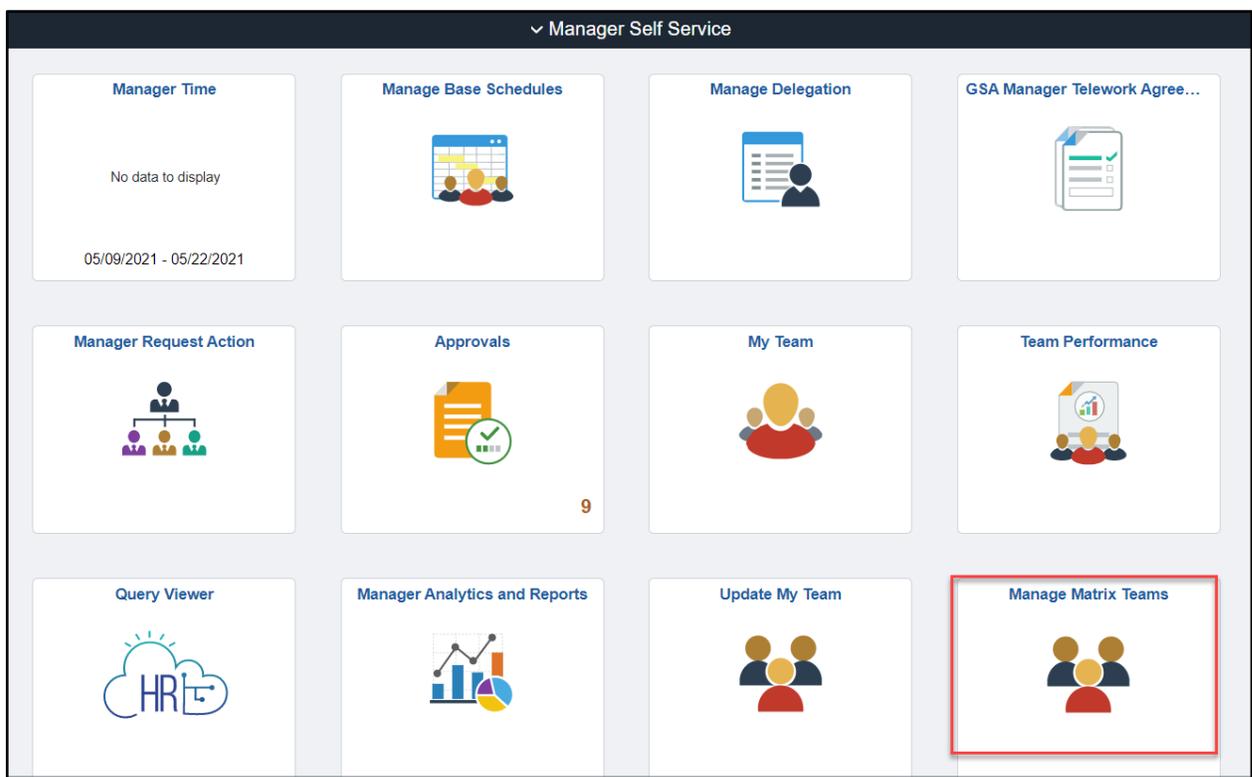
2. Click on **Create Team.**

3. Enter the **Name** of your team**, Matrix Team Type** (select HR Links Matrix teams), **Type Description**, and **Start Date.** (The Start Date cannot be earlier than today's date.) Select the plus sign (+) to add a Matrix Team member(s). Select **Save**.
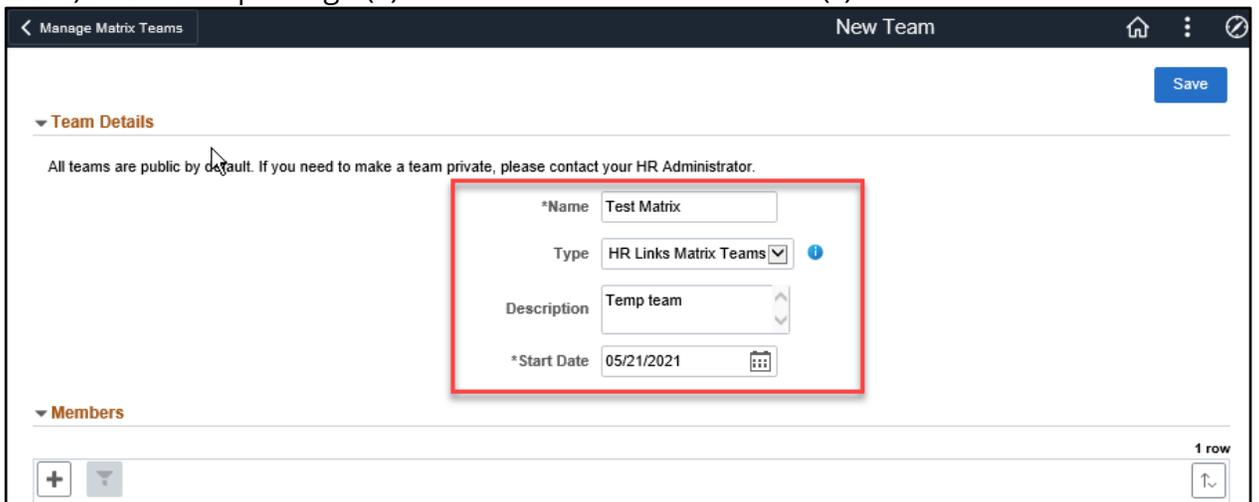
4. Enter the **employee's email** or **employee's name** to search for the employee you'd like to add to your matrix team. From the search results, select the checkbox next

to the name of the employee. Select **continue.**

5. Enter the **Start Date** (cannot be earlier than today's date), **End Date** (NTE Date), and whether they are a **Team Lead.** The **Role inTeam** should remain "Member".   Select **Done**

6. Select **Save**.

7. The 'reports to' supervisor will now approve the Matrix team in HR Links.

Manage and Inactivate Matrix Teams

Once the Matrix Team is no longer needed, the matrix team Manager needs to update the status to "Inactive". This step is only required if a matrix team is ending early, or the end date was left blank when the matrix team was set up.

1. From the **HR Links Manager Self Service** homepage select the **Manage Matrix Teams** tile.
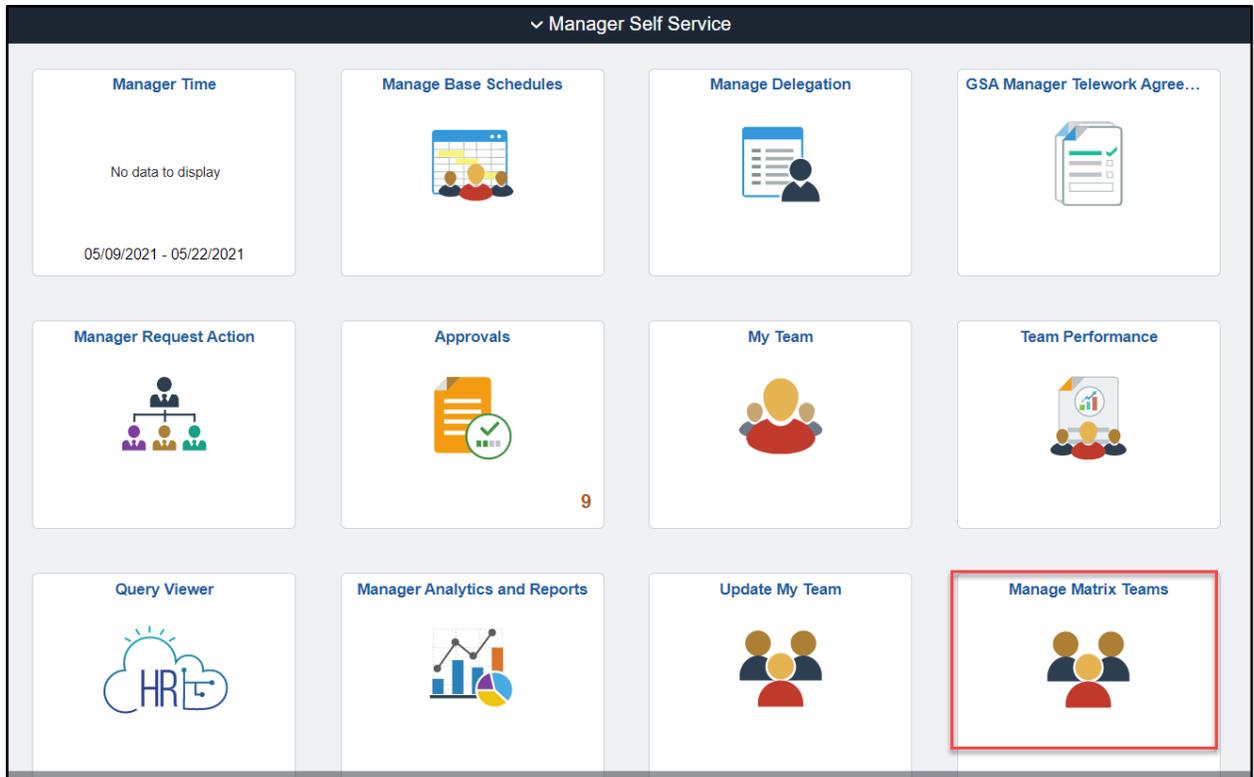
2. Select the active Matrix Team.

3. Expand the **Team Details** Section. Update the Status to **Inactive**. Select **Save**.