

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.

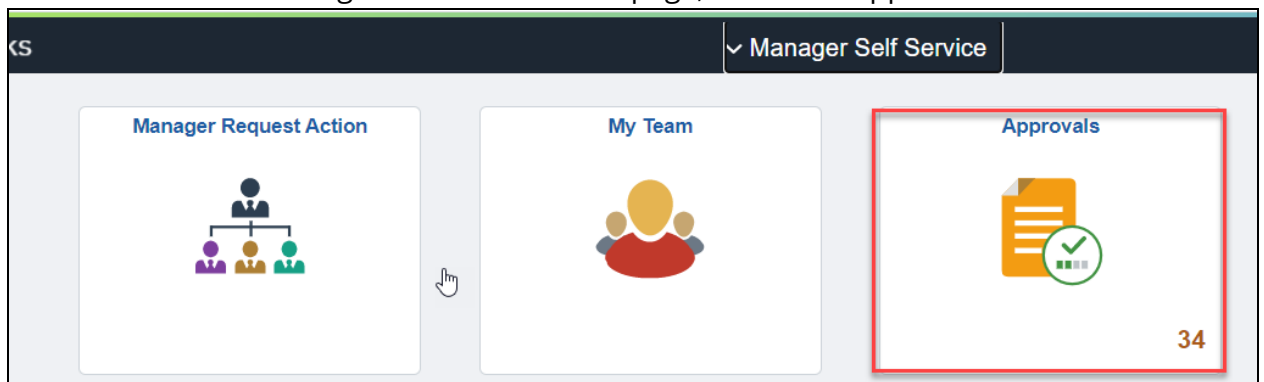
While the matrix team is in place, both the Matrix Team manager and the you as the "reports to" supervisor can:

- 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).

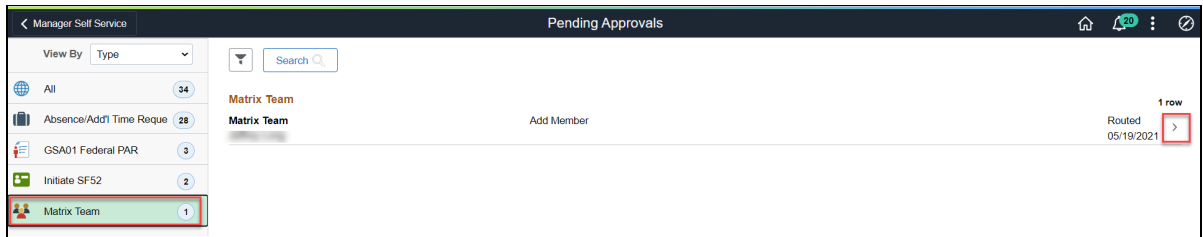
"Reports To" Supervisor Approves Matrix

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

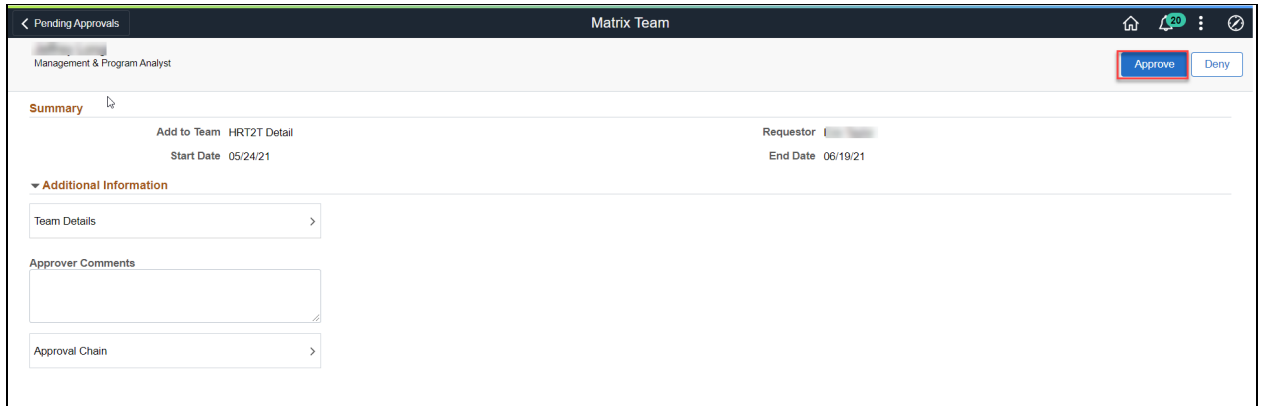
1. From the HR Links Manager Self Service homepage, select the Approvals tile.



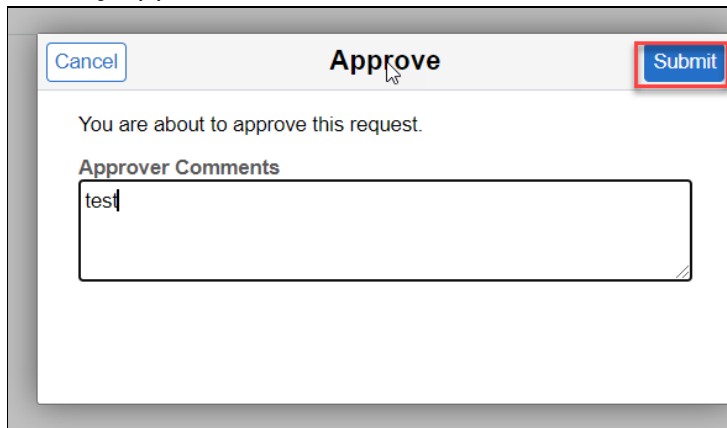
2. Select **Matrix Team** from the left hand menu. Select the name of the employee being matrixed by clicking on the **arrow** on the right side of the employee's name



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



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





Questions?

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If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)