

Human Resources Branch Memorandum

SUBJECT: Reminder - Backup Supervisors in the Human Resources Management System (HRMS)	NUMBER: HRB 20-026
	DATE ISSUED: July 20, 2020
DISTRIBUTION: CDFW Managers and Supervisors	EXPIRES: Until Superseded

☒ **Action Required** ☐ **Informational Only** ☐ **Control Agency Directive**

Purpose

The purpose of this email is to remind California Department of Fish and Wildlife (CDFW) supervisors of the “backup supervisor” functionality in the Human Resources Management System (HRMS) system. Backup supervisors are individuals who are authorized to approve data system transactions, such as timesheets in the Tempo Time Reporting System, when the direct supervisor is unavailable. The *primary* back up supervisor for each employee is their direct supervisor’s supervisor following the reporting structure stored in HRMS. *Secondary* back up supervisors are additional ones selected by the direct supervisor and who may be more appropriate to serve this role.

All supervisors are required to identify a minimum of one authorized secondary backup supervisor in HRMS **by COB Friday, July 24, 2020**.

Authorities

- California Department of Fish and Wildlife

Action Required by Supervisors

- Supervisors are required to access [HRMS](#) -> “Supervisors” tab, “Manage/Assign Backup Supervisor for my Direct Reports” to ensure that a minimum of one authorized secondary backup supervisor is listed for their direct reports by **Friday, July 24, 2020**.
- Supervisors can assign, change and delete the two (2) *secondary* backup supervisors for their direct reports based on the criteria listed below.
- Each direct report may have different secondary backup supervisors.
- The direct supervisor shall inform the secondary backup supervisors that they have been assigned as such and when they need to perform this duty.
- Ongoing, supervisors must access HRMS to add/change secondary backup supervisors as staff changes occur.

Authorized Supervisors in HRMS

- An employee’s direct supervisor, as stored in the HRMS organizational reporting structure, has first responsibility for approving transactions.
- The employee’s primary backup supervisor is assigned automatically based on the chain of command as stored in HRMS. For example, the employee’s primary backup supervisor is their supervisor’s supervisor.
- This functionality replaces the backup supervisors previously stored in Tempo. Up to two (2) additional backup supervisors have been assigned from the employee’s current list of backup supervisors in Tempo and may be changed as the supervisor sees fit.

- All backup supervisors must be
 - In a designated supervisory civil service classification. “Leadpersons” are not permitted to approve transactions.
 - In a role equivalent to or higher than the direct supervisor unless a formal acting or out-of-class assignment has been made; and
 - Be from the same reporting structure as the employee to whom they are assigned.

Action Required by Backup Supervisor

- Backup supervisors will be able to see their list of indirect reports in [HRMS](#) -> “Supervisors” tab, “View my Indirect (Backup) Reports.
- In the absence of an employee’s direct supervisor the primary or secondary backup supervisors have the responsibility to approve transactions for their indirect reports. They should be notified of this task beforehand by the direct supervisor.

Action Required by Employees

- Employees may view their backup supervisor(s) in HRMS -> “Manage my contact information (Who am I?)” and should confirm that they have at least one secondary back up supervisor assigned to them.

Notes

- For assistance, Supervisors should access the “Manage Backup Supervisor” job aid and video available in the [HRMS Support Center](#).
- Helpdesk tickets are no longer required to assign a backup supervisor. Supervisors have the ability via HRMS to assign, change and delete the secondary backup supervisors for their direct reports at any time.
- LEARN currently permits only one backup supervisor and is automatically assigned from primary backup supervisor based on the chain of command stored in HRMS.
- Concur, CalATERS and other external non-Departmental systems are not covered by this functionality.

Contact

If you have any questions, please email HRMS-Tempo-LMS-311@wildlife.ca.gov.