

Viewing & Exporting Organization Charts

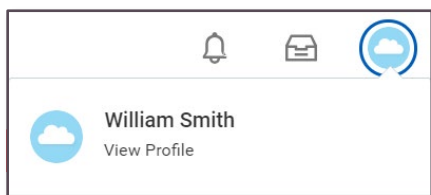
Workday displays the reporting structure of your department. This can help you understand your place within the organization.

VIEW ORG CHART

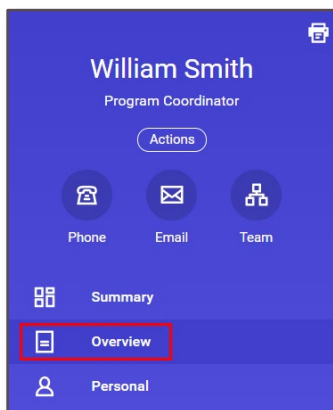
Step 1: On the *Home* page, click your **Profile** icon.



Step 2: From the *Profile* menu, click **View Profile**.



Step 3: Click on the **Overview** tab.



Step 4: The Job Details sub-tab will display employee information.

Step 5: Hover your mouse to the right of the Organization to display the Related Actions Icon.







Note: Anywhere you see [blue](#) hyperlinks in Workday you can click to view additional information.

Step 6: Click on the Related Actions Icon  (1) to display the Actions Menu > Click the Org Chart button. (2)

The screenshot displays the 'Job Details' page in Workday. The 'Job Details' section on the left lists various attributes such as Employee ID (OR25000721), Organization (Training >> Beavers - DOB), Position (Program Coordinator), and Hire Date (06/15/1991). A red box highlights the 'Organization' field, and a red circle with the number '1' is placed over the three-dot menu icon next to it. To the right, the 'Contact Information - Public' section shows the phone number (+15551212 (Home)) and a masked email address. Below this, the 'Supervisory Organization Beavers - DOB' section lists the Type (Supervisory), Manager (Marian Cox), Total Headcount (14), Superior (Training), and Subordinates (first 5), including Administration - DOB, Board - DOB, Economic Development - DOB, Finance - DOB, and Human Resources - DOB. The Primary Location is Real Estate Building. At the bottom of this section, two buttons are visible: 'Org Chart' and 'Navigate Hierarchy'. A red box highlights the 'Org Chart' button, and a red circle with the number '2' is placed over it.

Step 7: View the department's Org Chart.

The screenshot shows the 'Org Chart' interface. At the top left, there is a filter menu with options for 'Contingent Workers' and 'Open Positions'. A callout points to this menu: 'Click here to filter what you see.' The main chart shows a hierarchy starting with 'Beavers - DOB' at the top, managed by 'Marian Cox, Director' (Real Estate Building). An orange ribbon above her name indicates she is the manager, and an orange bubble with the number '17' indicates 17 employees report to her. Below this are several departments: Administration - DOB (Hugh Rice, 10 employees), Board - DOB, Economic Development - DOB, Finance - DOB (Kenneth Shryock, 8 employees), Human Resources - DOB (Katherine Reyes, 6 employees), Information Technology - DOB (Debra Prather, 4 employees), and Maintenance - DOB (Carl Becker, 2 employees). The bottom row includes Operations - DOB (Ethel Burt, 3 employees), Support Services - DOB (Jason Mora, 6 employees), Carolyn Romriell (Program Coordinator, 775 Summer St NE), Karen Drury (Office Specialist, 775 Summer St NE), Sophie Turner (Office Specialist, 775 Summer St NE), Todd Jones (Manager, 775 Summer St NE), and William Smith (Program Coordinator, 775 Summer St NE). A callout for Hugh Rice says: 'Additional departments within the same company will be included in this display. Click the down arrow to explore the department.'

 **Note:** Profile pictures will default to a cloud icon  until a picture is uploaded and approved by management. Consult your company policy for profile guidelines.

EXPORT YOUR ORG CHART TO EXCEL, POWERPOINT OR PDF

Step 1: In the upper right corner of the Org Chart screen Click the



Printer icon.

Step 2: The *Print Org Chart* screen will appear > Type the **File Name**.


Step 3: Click the drop down arrow for **File Format** to select how to export the file.

Step 4: To select how many levels of your organization you want to display on the report, click the **Levels** drop down arrow.

Step 5: Click the **Include Pictures** check box to include these in the report.

Step 6: Click the **Print** button to begin generating the document.

Step 7: Once the document is ready to download, a box will appear with a **blue** hyperlink > click to download the report.

	<p>Note: Remember, to return to the home page after an action, select the  icon from the banner.</p>
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