

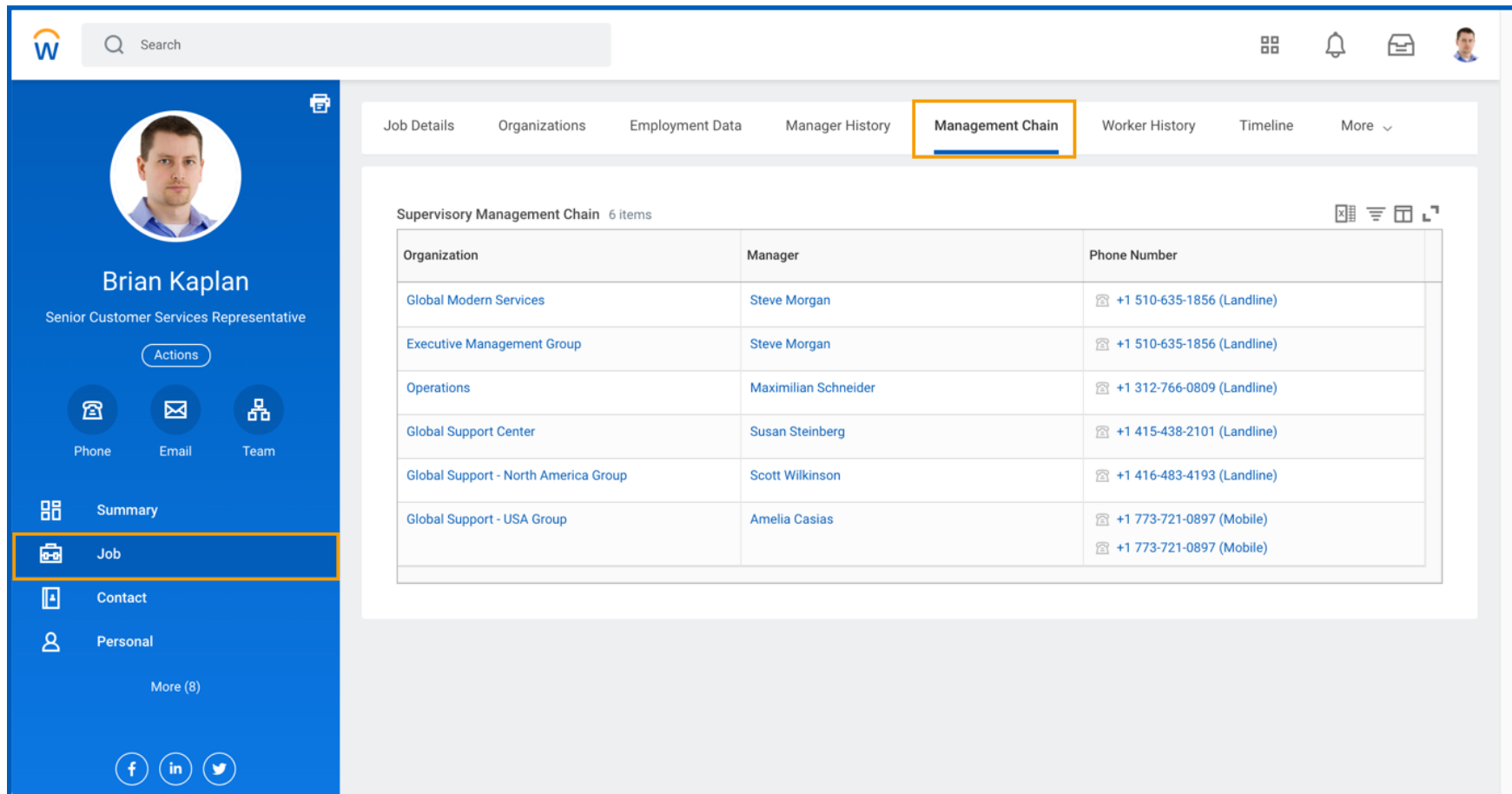
Getting Started: Identify Your Place in the Organization

LOCATE YOUR PLACE IN THE ORGANIZATION

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

From the Home page:

1. Click your **Profile Photo** > **View Profile**.
2. Click the **Job** tab.
3. Click the **Management Chain** subtab. Information about your management chain displays.



The screenshot shows the Workday interface for user Brian Kaplan. The left sidebar contains navigation options: Summary, Job (highlighted with an orange box), Contact, Personal, and More (8). The main content area shows the 'Management Chain' subtab selected, displaying a table of 'Supervisory Management Chain' items.

Organization	Manager	Phone Number
Global Modern Services	Steve Morgan	+1 510-635-1856 (Landline)
Executive Management Group	Steve Morgan	+1 510-635-1856 (Landline)
Operations	Maximilian Schneider	+1 312-766-0809 (Landline)
Global Support Center	Susan Steinberg	+1 415-438-2101 (Landline)
Global Support - North America Group	Scott Wilkinson	+1 416-483-4193 (Landline)
Global Support - USA Group	Amelia Casias	+1 773-721-0897 (Mobile)
		+1 773-721-0897 (Mobile)

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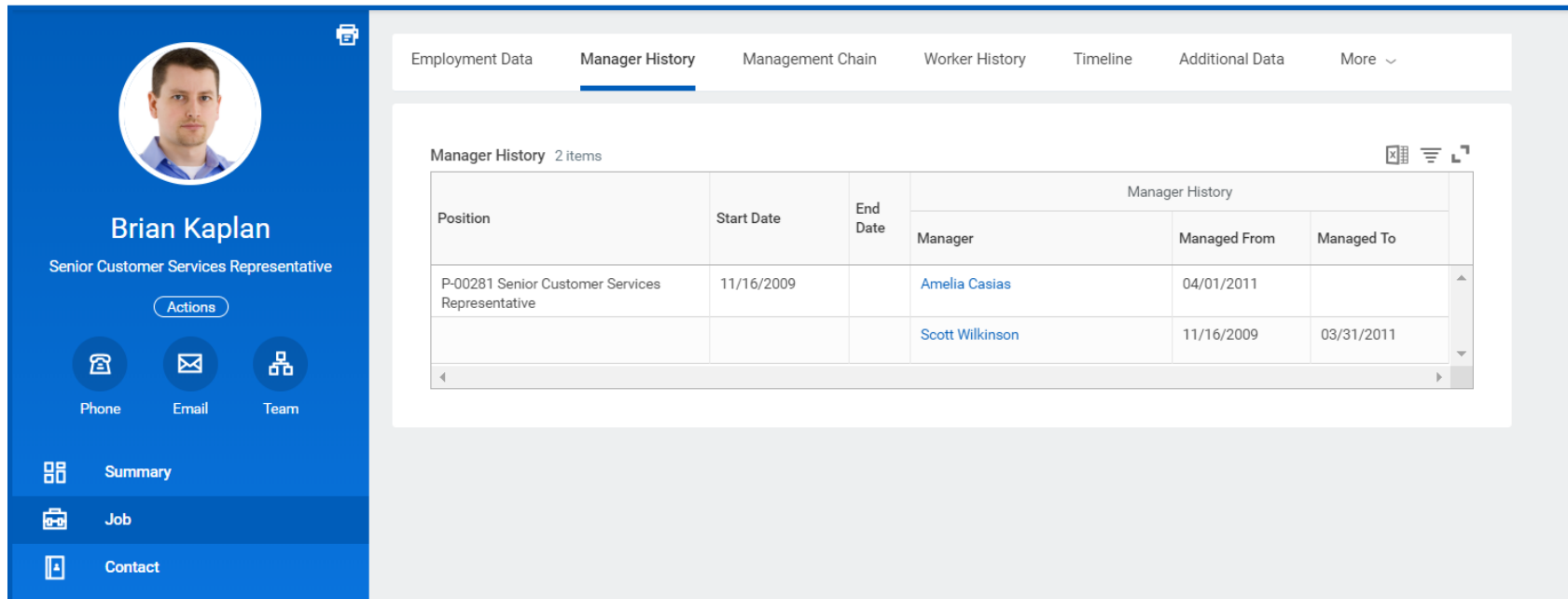
From the Home page:

1. Click your **Profile Photo** > **View Profile**.
2. Click the **Job** tab.
3. Click the **Organizations** subtab. Information about the organizations you belong to displays.

REVIEW YOUR JOB HISTORY

From the Home page:

1. Click your **Profile Photo** > **View Profile**.
2. Click the **Job** tab.
3. Click the **Manager History** subtab. Your job history displays. Manager history includes information about your prior job titles, managers, start dates, and end dates.



The screenshot shows a user profile for Brian Kaplan, Senior Customer Services Representative. The 'Manager History' subtab is selected, displaying a table with 2 items. The table columns are Position, Start Date, End Date, Manager, Managed From, and Managed To.

Position	Start Date	End Date	Manager History		
			Manager	Managed From	Managed To
P-00281 Senior Customer Services Representative	11/16/2009		Amelia Casias	04/01/2011	
			Scott Wilkinson	11/16/2009	03/31/2011

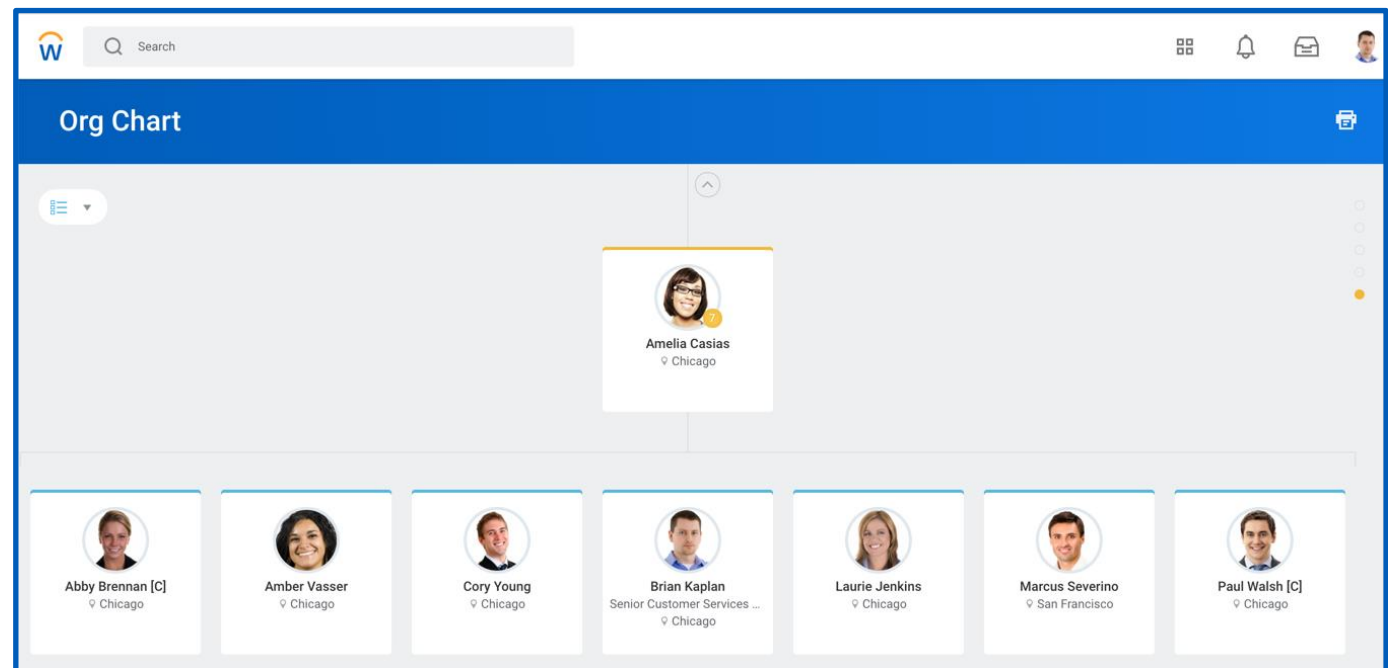
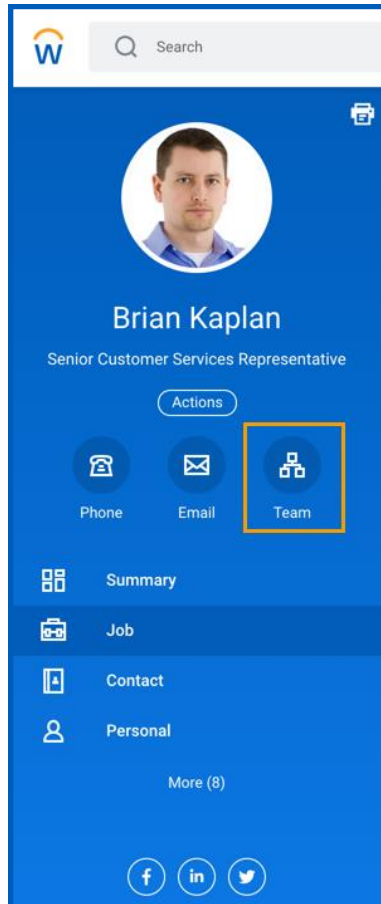
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LOCATE YOUR ORGANIZATIONAL CHART

Workday provides a chart of your organization's hierarchy.

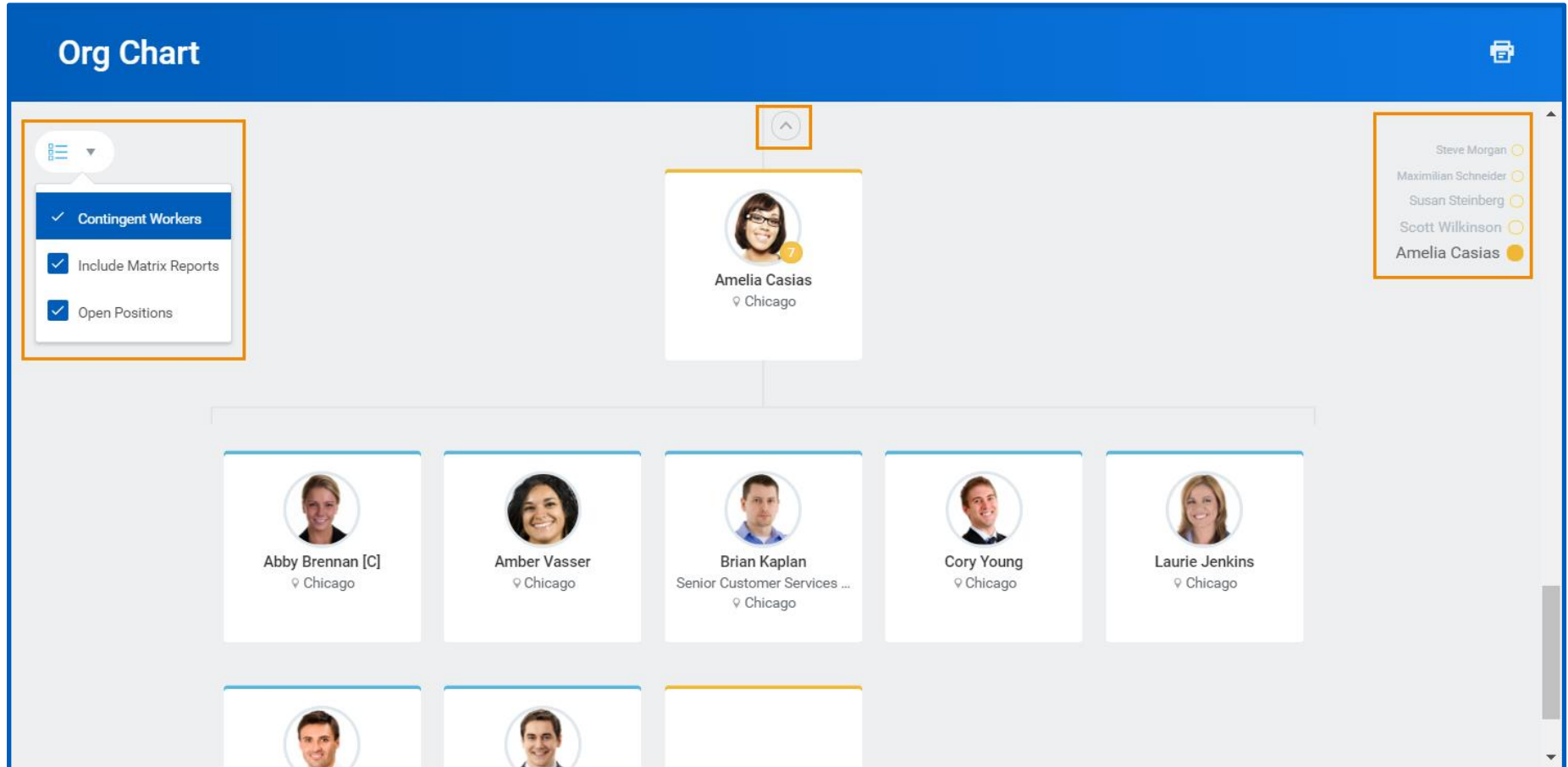
From the Home page:

1. Click your **Profile Photo** > **View Profile**.
2. Click the **Team** icon. Your org chart includes information about your team, HR support, and your manager's manager.



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- In the top-right corner of the page, hover over the dots to reveal your management chain. Click the names in the chain to navigate your hierarchy, or use the arrows at the top or bottom of the org chart. You can also use the pull-down menu in the top left to view your org chart with or without contingent workers, matrix reports, or open positions.



Org Chart

Contingent Workers
Include Matrix Reports
Open Positions

Amelia Casias
Chicago

Abby Brennan [C]
Chicago

Amber Vasser
Chicago

Brian Kaplan
Senior Customer Services ...
Chicago

Cory Young
Chicago


Laurie Jenkins
Chicago

Steve Morgan
Maximilian Schneider
Susan Steinberg
Scott Wilkinson
Amelia Casias

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EXPORT YOUR ORG CHART TO EXCEL/VISIO

From the Org Chart:

1. Click the **Print** icon .
2. Enter a **File Name** (your manager's name will auto-populate as the default).
3. Select **Excel** as the File Format.
4. Select how many levels of your org chart you would like to print.
5. Optionally, select **Include Pictures**. The pictures will download as a .zip file.
6. Click **Print**.

Print Org Chart

File Name *

File Format *

Levels *

Include Pictures



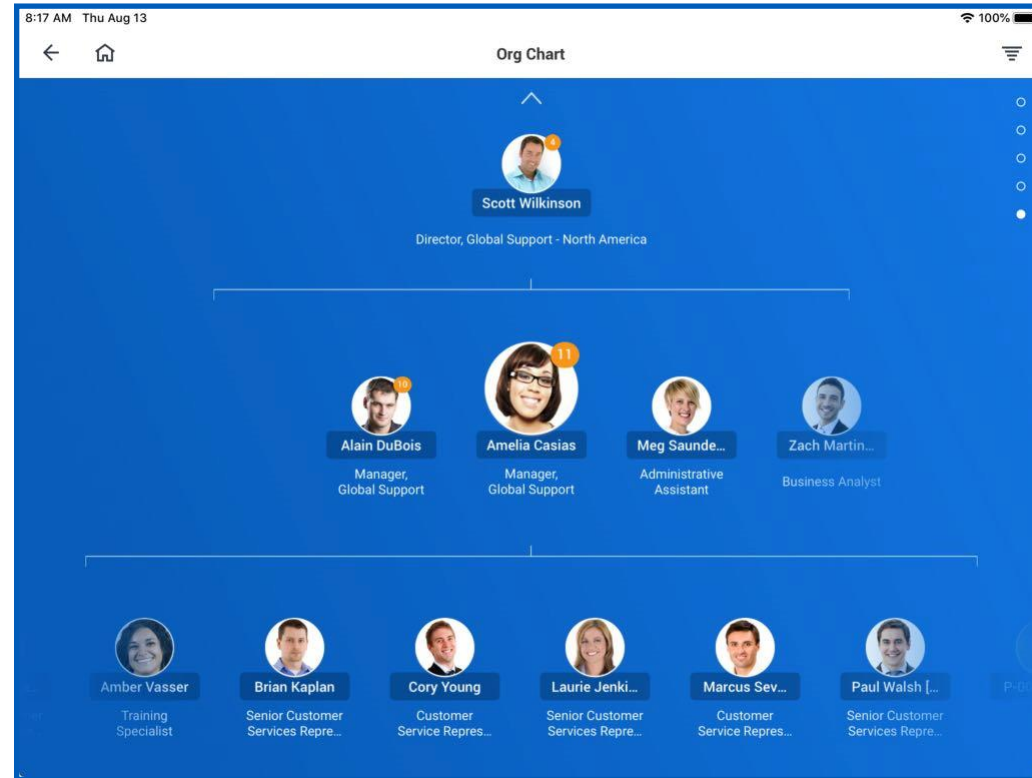
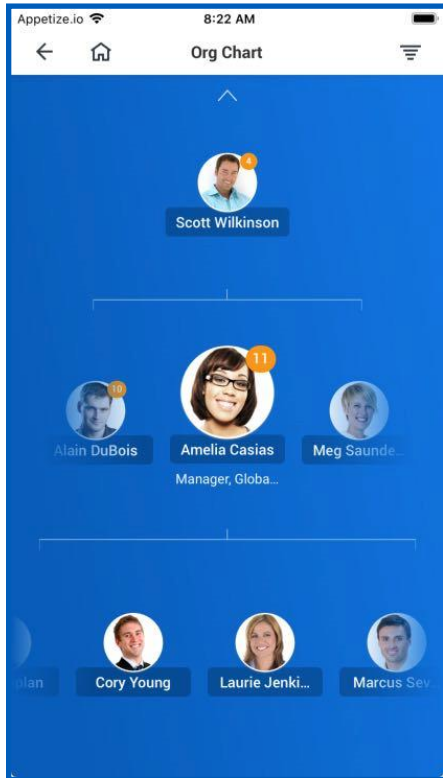
Note: You have the option of importing your Excel Org Chart into Microsoft Visio. Visit [Importing the Excel Org Chart into Visio](#) page on Community for instructional steps.

Getting Started: Identify Your Place in the Organization

MOBILE

LOCATE YOUR PLACE IN THE ORGANIZATION - IPHONE AND IPAD

The org chart helps you identify where you and others fit into the overall structure of your organization. It displays your position within the department, as well as the positions of your teammates. Within the org chart, you can navigate the structure of your department and company by tapping on individuals or groups.



From your profile, tap the **Team** icon to open the Org Chart app. From here:

1. Swipe up or down to navigate through the company hierarchy.
2. Tap an individual's **Profile Photo** to view their Profile page.
3. Tap the **Back** arrow to return to the chart.