

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

The screenshot shows the Workday Employee Home page. On the left is a blue sidebar with the user's profile (Brian Kaplan, Senior Customer Services Representative) and navigation tabs: Summary, Job (highlighted with an orange border), Contact, and Personal. Below these are social media icons. The main content area has a top navigation bar with tabs: Employment Data, Manager History, Management Chain (highlighted with an orange border), Worker History, Timeline, Additional Data, and More. Below the tabs is a table titled 'Supervisory Management Chain' with 6 items. The table has three columns: Organization, Manager, and Phone Number.

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)

LOCATE YOUR ORGANIZATION

From the Home page:

1. Click your **Profile** icon > **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** icon > **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 the Workday Employee Profile page for Brian Kaplan, a Senior Customer Services Representative. The left sidebar contains a profile picture, name, title, and links for Phone, Email, and Team. The main content area has tabs for Employment Data, Manager History (selected), Management Chain, Worker History, Timeline, Additional Data, and More. The Manager History tab displays a table with 2 items.

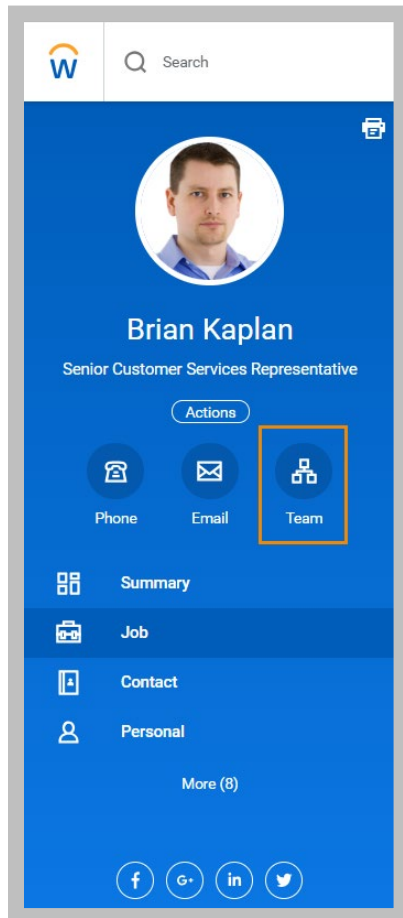
Position	Start Date	End Date	Manager History		
			Manager	Managed From	Managed To
P-00281 Senior Customer Services Representative	11/16/2009		Amelia Casias	04/01/2011	
		Scott Wilkinson	11/16/2009	03/31/2011	

LOCATE YOUR ORGANIZATIONAL CHART

Workday provides a chart of your organization's hierarchy.

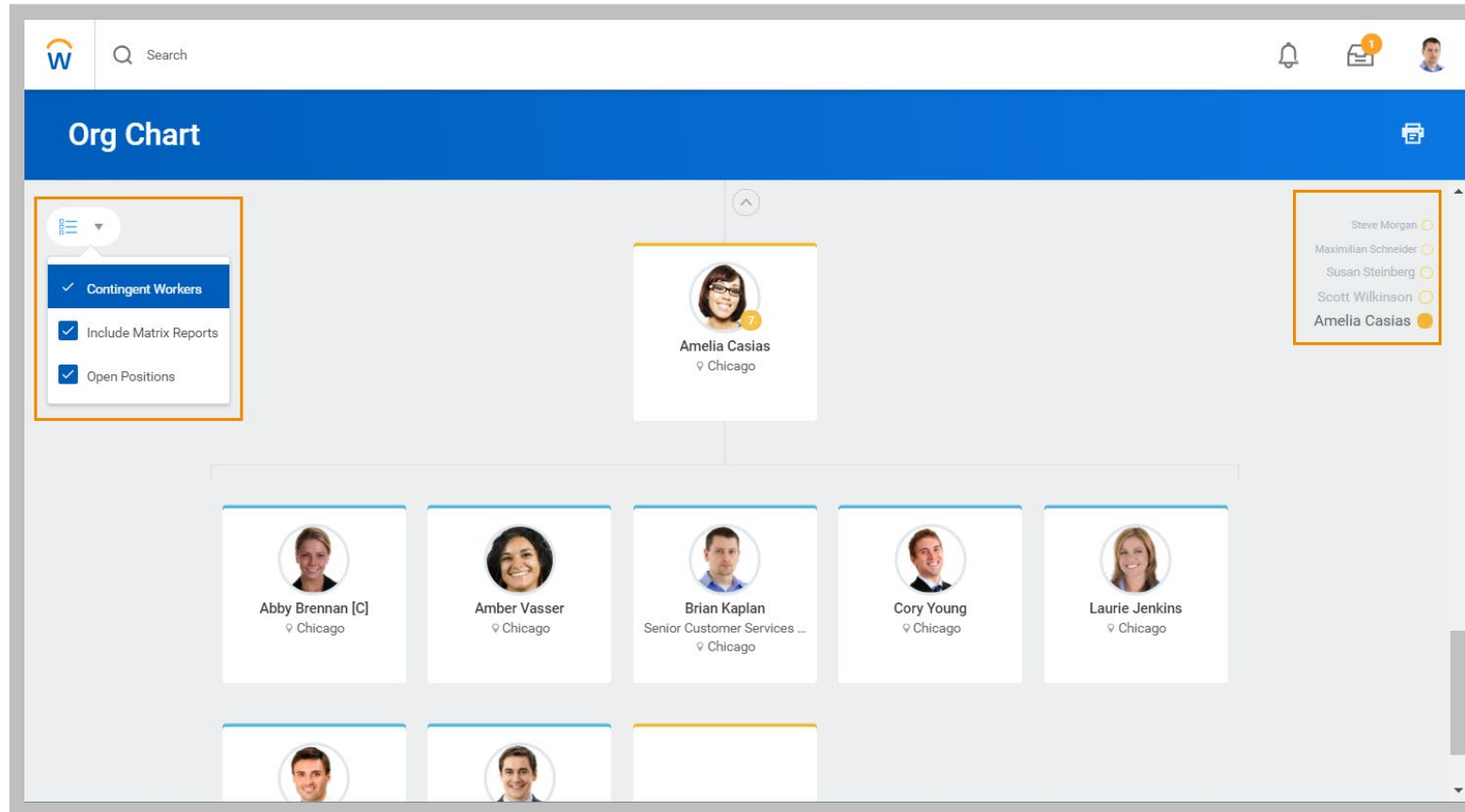
From the Home page:

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




3. Click the names in the top-right corner to navigate through your management chain. 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.

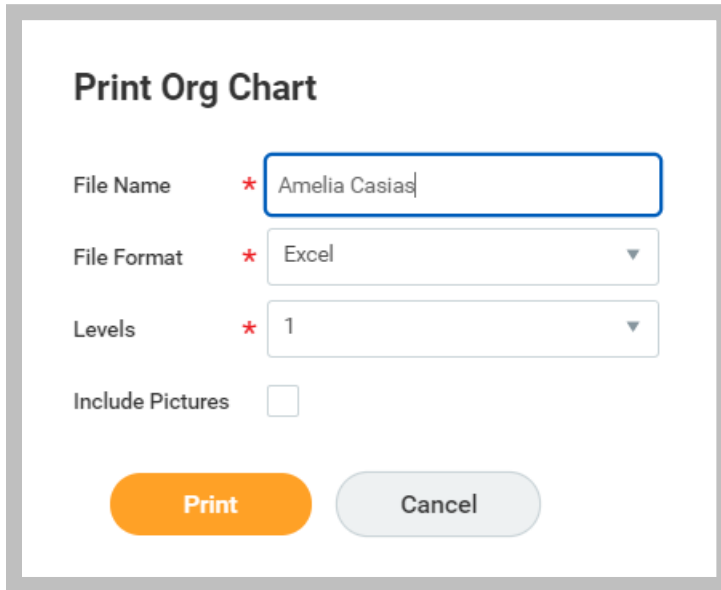


EXPORT YOUR ORG CHART TO EXCEL/VISIO

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'd like to print.

5. Optionally, select **Include Pictures**. The pictures will download as a .zip file.
6. Click **Print**.

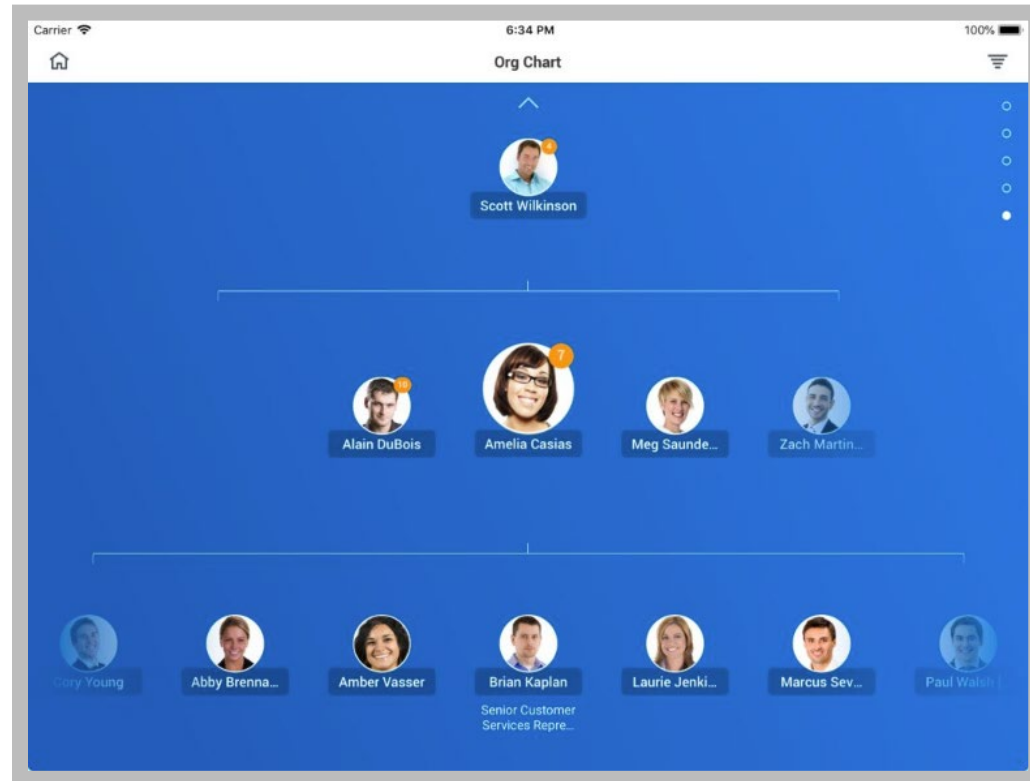
A screenshot of a 'Print Org Chart' dialog box. It has a title 'Print Org Chart' at the top. Below the title are four fields: 'File Name' with a red asterisk and a text input containing 'Amelia Casias'; 'File Format' with a red asterisk and a dropdown menu showing 'Excel'; 'Levels' with a red asterisk and a dropdown menu showing '1'; and 'Include Pictures' with an unchecked checkbox. At the bottom are two buttons: 'Print' (orange) and 'Cancel' (gray).

Note: You have the option of importing your Excel Org Chart into Microsoft Visio. Visit the following link on Community for instructional steps: <https://community.workday.com/node/243051>.

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 the Org Chart app:

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