

Getting Started: Identify Your Place in the Organization

Employee

Locate Your Place in the Organization

Workday provides your department's reporting structure, which can help you understand your place within your organization.

From the Home page:

1. Select your **Profile** photo, then select **View Profile**.
2. Select the **Job** tab.
3. Select the **Management Chain** subtab. Information about your management chain displays, as shown in the image below.

The screenshot shows the Workday interface for a user named Brian Kaplan, Senior Customer Services Representative. The left sidebar contains navigation options: Summary, Job (selected), Contact, Personal, and Compensation. The main content area displays the 'Management Chain' subtab, which shows a table of the Supervisory Management Chain. The table has three columns: Organization, Manager, and Phone Number. The data rows are as follows:

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)

Locate Your Organization

From the Home page:

1. Select your **Profile** photo, then select **View Profile**.
2. Select the **Job** tab.
3. Select the **Organizations** subtab. Information about the organizations you belong to displays.

Review Your Job History

From the Home page:

1. Select your **Profile** photo, then select **View Profile**.
2. Select the **Job** tab.
3. Select the **Manager History** subtab. Your job history displays. Manager history includes information about your prior positions, managers, start dates, and end dates.

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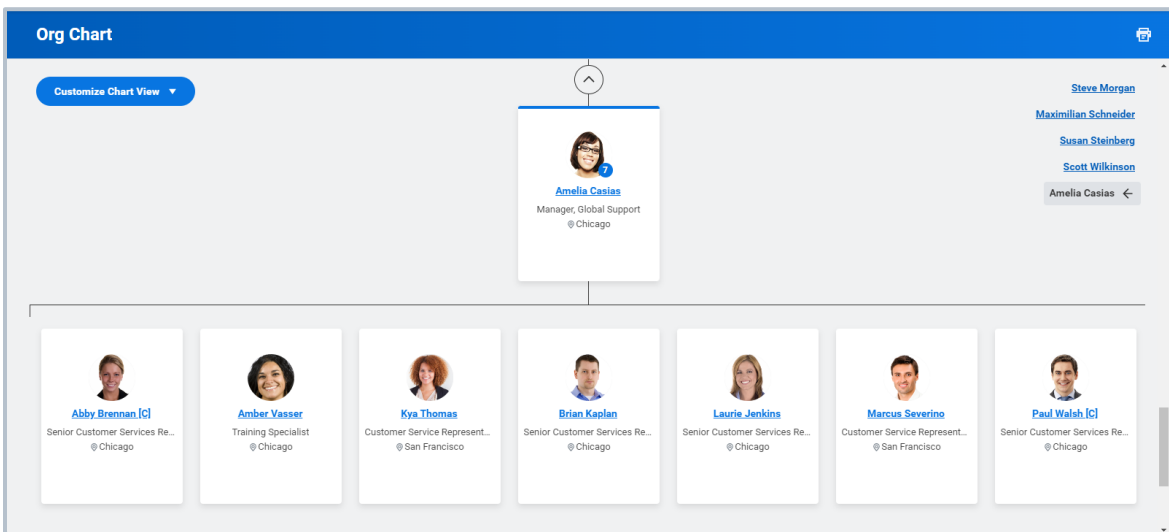
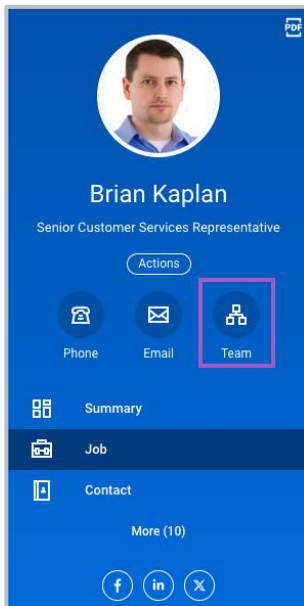
Employee

Locate Your Organizational Chart

Workday provides a chart of your organization's hierarchy.

From the Home page:

1. Select your **Profile** photo, then select **View Profile**.
2. Select the **Team** icon. Your org chart includes information about your team, HR support, and your manager's manager, as shown in the image below.



3. In the upper-right corner of the page, hover over your name to reveal your management chain. Select 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 Customize Chart View pull-down in the top-left corner to view your org chart with or without contingent workers, matrix reports, or open positions.

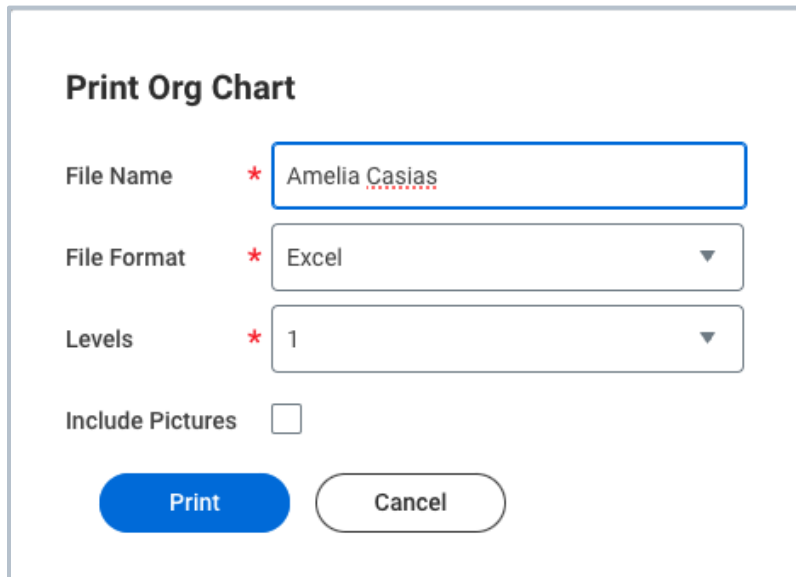
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Export Your Org Chart to Excel/Visio

From the Org Chart:

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



Print Org Chart

File Name * Amelia Casias

File Format * Excel ▼

Levels * 1 ▼

Include Pictures ☐

Print **Cancel**



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

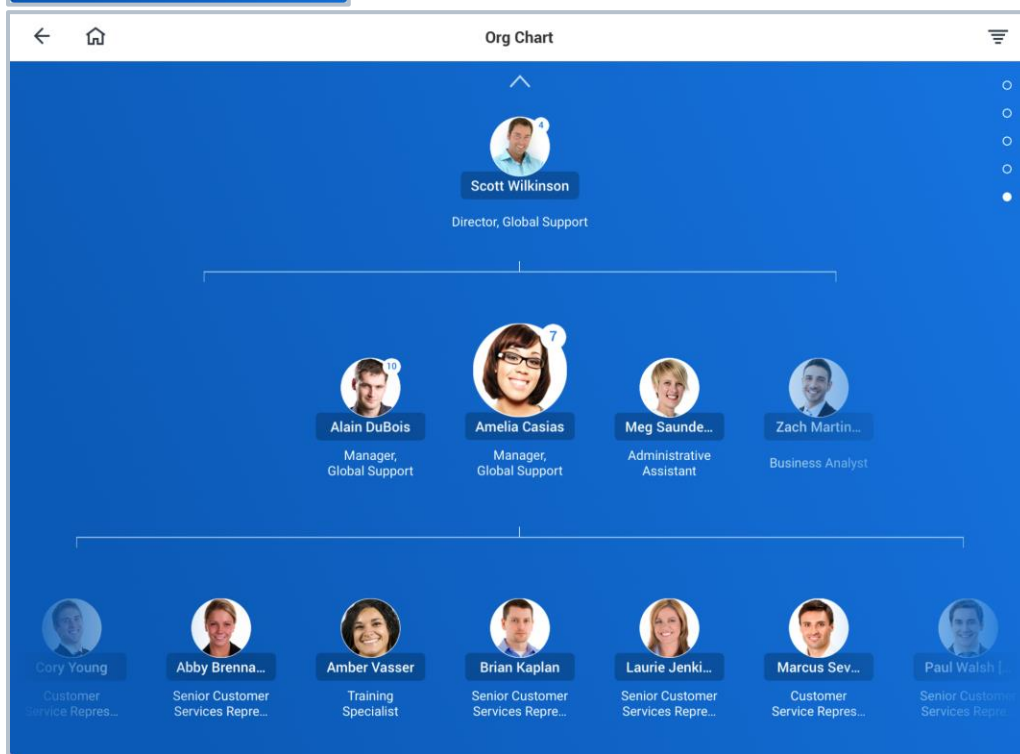
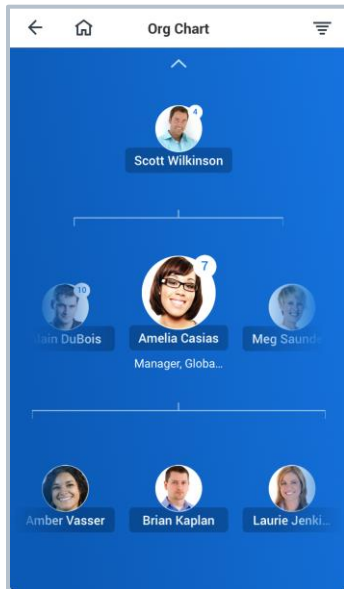
Mobile

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. Your position within the department displays, as well as the positions of your teammates. Within the org chart, you can navigate the structure of your department and company by selecting individuals or groups, as shown in the image below.

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From the Home page:

1. Select your **Profile** photo, then select **View Profile**.
2. Select the **Team** icon to open the Org Chart.
3. Swipe up or down to navigate through the company hierarchy.
4. Select an individual's **Profile** photo to view their Profile page.
5. Select the **Back** arrow to return to the chart.