

## Viewing Organization Charts

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

### View *Organization Charts as a TSM:*

- To search for your team’s organization chart, use the *Search Box* to search for: *My Org Chart*
- To search for another team’s organization chart:
  1. Enter the name of the organization or head of the organization you are trying to find and press *Enter/Return*
  2. Click on the **Related Actions** button next to the name of the team’s organization chart
  3. Click on the **View Team** button

*\*Please note – The buttons to the right of the Org Chart allows you to jump to a different level in the organization.*

### Other Organization Chart Notes:

1. Each box on an org chart represents an approved position within the organization.
2. Boxes with a gold line at top to indicates that the position supervises a team of individuals. Boxes with a blue line indicate the position has no direct reports.
3. When a position is unfilled and is responsible for a team of individuals, the name of the position’s supervisor is reflected in the unfilled position box.
4. On the right side of the org chart, you can see the reporting structure for the position. Clicking on a name in this list will take you to that TSM’s organization chart.



