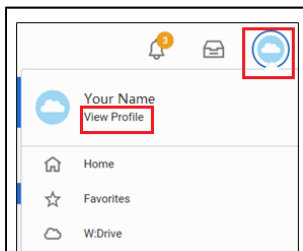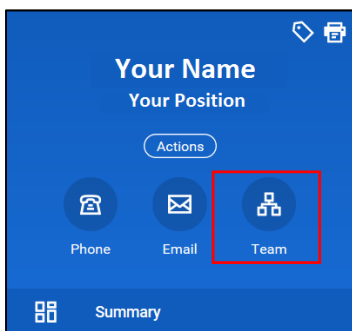## View Org Chart

There are several different types of "organizations" in Workday but one of the most important is the supervisory organization. In Workday, positions are organized by who they report to, and the supervisory organization is a group of workers that report directly to one leader. The information visible to you is limited by your security role within Workday.
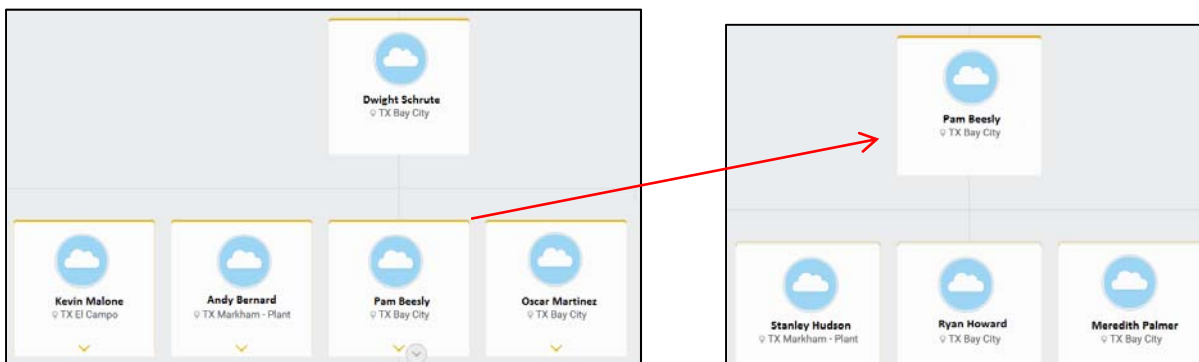
1. Access your Profile by clicking the icon or photo in the upper right-hand corner of your homepage.

2. In order to find your Supervisory Organization, you can click on the **Team** icon within your Profile. Click **Team** to see a high level organization chart.
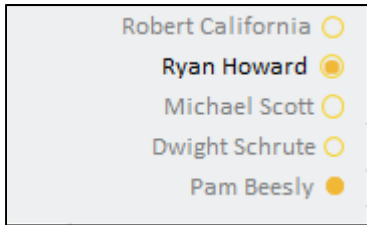

3. The organization chart in Workday is interactive, so you can click up through your manager's supervisory organization and on to others.
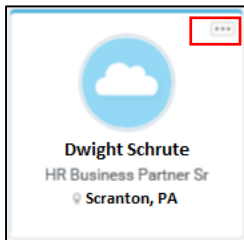

Note: Keep in mind if you are a manager yourself, the supervisory organization that you lead is different from the organization you sit in. In this example, Pam Beesly sits in the organization led by Dwight Schrute and leads the team beneath her.
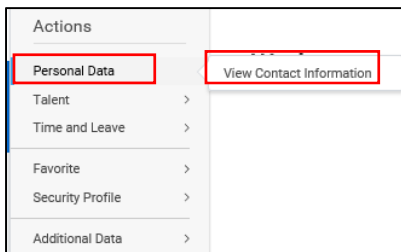
4. As you move through the org chart, it will adapt dynamically. You can scroll or click up and down through the organization, all the way up to the Williams President & Chief Executive.

5. In the upper right hand corner, you can click through various supervisory organizations.

Robert California ○
Ryan Howard ◉
Michael Scott ○
Dwight Schrute ○
Pam Beesly ●

6. The org chart serves as a useful jumping off point for completing other actions within Workday. For example, for more information about a fellow employee, you can use the Related Actions button. This appears if you hover over the upper right hand corner of their profile box.
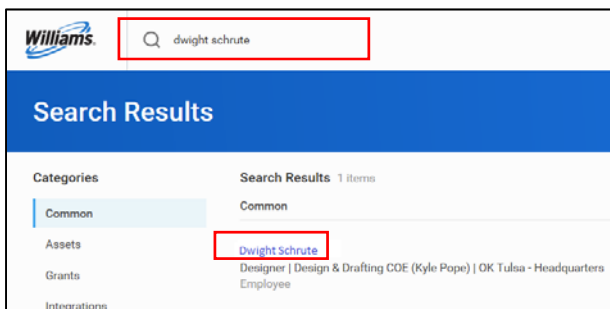
Dwight Schrute
HR Business Partner Sr
Scranton, PA

7. From here, you can complete various actions such as viewing contact information, skills, or giving feedback.

Actions	
Personal Data	View Contact Information
Talent	>
Time and Leave	>
Favorite	>
Security Profile	>
Additional Data	>

8. The org chart is not the only way to access information about other Williams employees. Alternatively, you can use the search bar.

9. To do so, type the employee's name in the search bar.

Williams.   Q dwight schrute

Search Results

Categories   Search Results 1 items

Common   Common

Assets   Dwight Schrute
                     Designer | Design & Drafting COE (Kyle Pope) | OK Tulsa - Headquarters
Grants   Employee

Integrations

10. From here, you can use related actions to complete the tasks outlined above.