

View or Print Your Org Chart

Managers can view the people that they supervise in Workday using an interactive online organizational chart. This organizational chart can be printed, if needed.

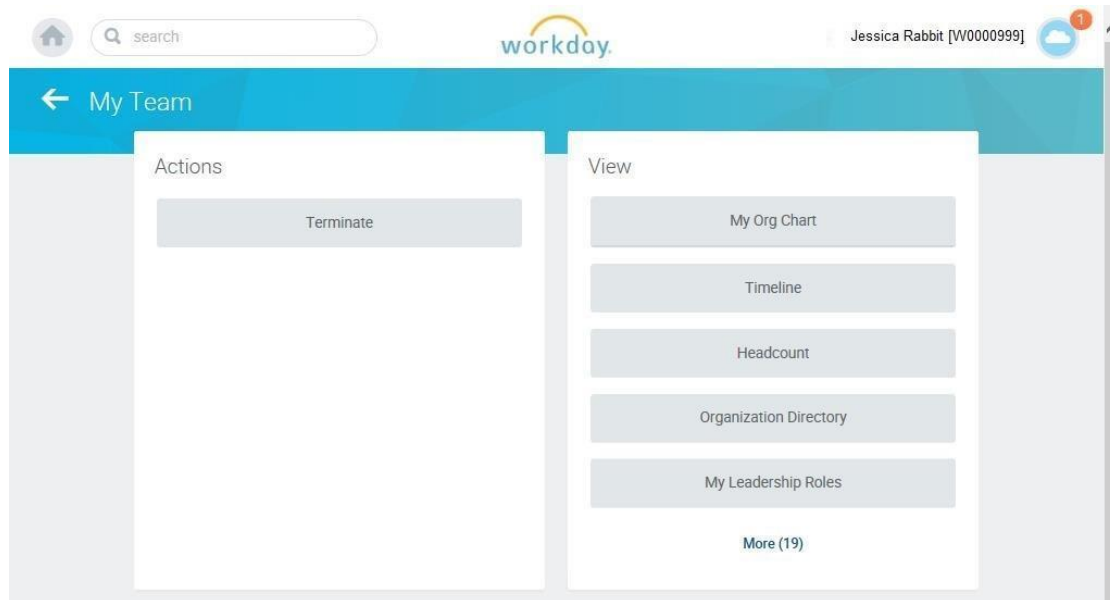
Use this procedure to view or print your team's organizational chart.

Procedure:

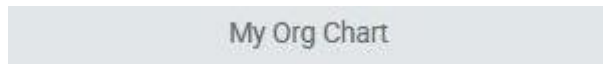


1. On the Home page, click the My Team worklet.

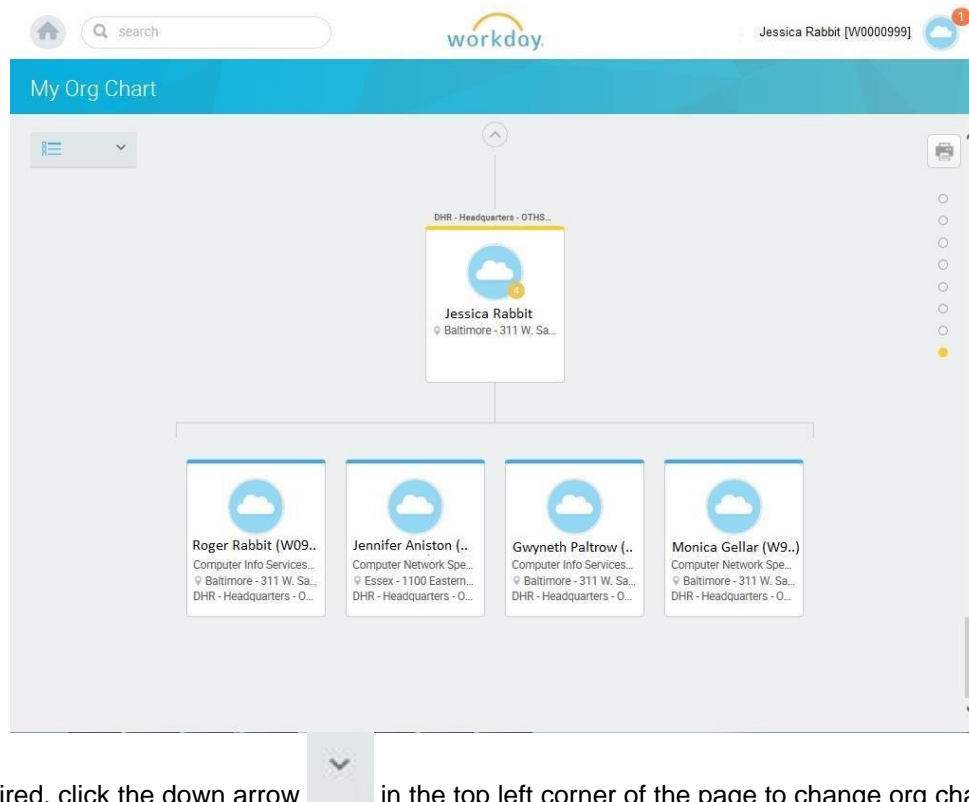
My Team Page




2. In the View column, click the My Org Chart button.



My Org Chart




3. If desired, click the down arrow  in the top left corner of the page to change org chart preferences. Then, select/deselect the options available.



Information: Contingent workers and open positions are included in the org chart by default. You can choose whether to remove contingent workers and/or open positions in the org chart.

This selection will be reflected in your online view and in the printed org chart.

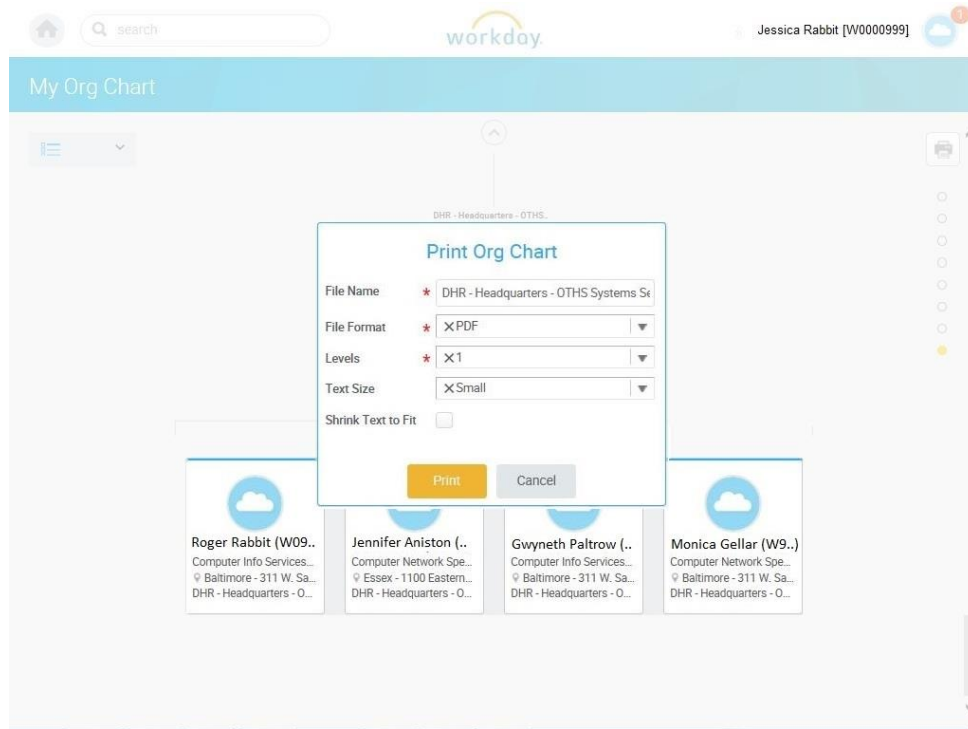
4. To view the org chart from a different management level, click one of the circles  located on the top right side of the page to select a management level you want to print from.



Tip: When you move your mouse over the circles the manager's name displays.

5. To print the org chart, click the Print  icon located in the top right corner of the page.

Select Print Parameters

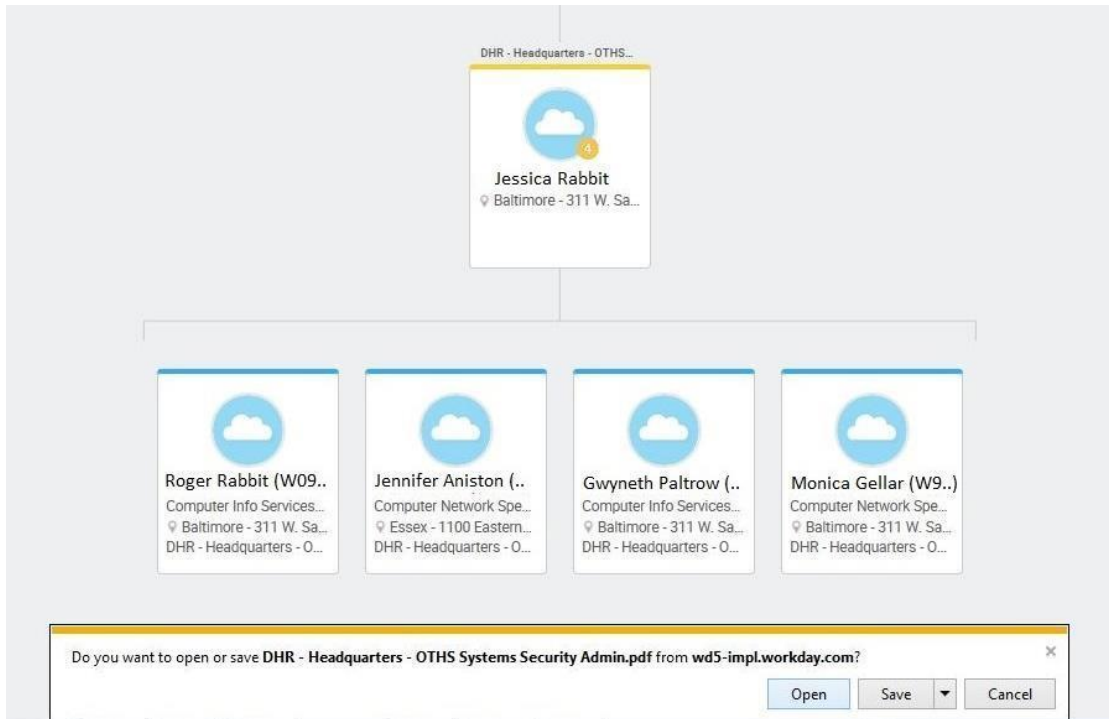


6. Select the print parameters using the instructions below:

| Action | Procedure |
|--|--|
| To change the file format... | Click the drop down arrow next to the File Format field and select the file format (e.g., PDF, Powerpoint, etc). |
| To select levels to include in the org chart... | <ul style="list-style-type: none"> Click the drop down arrow next to the Levels field and select the level. <p>Tip: Select "All" to include all levels in the org chart under the selected manager.</p> |
| To change the text size in the file ... (Note: Available for certain file formats only) | <ul style="list-style-type: none"> Click the drop down arrow next to the Text Size field and select the appropriate text size. |
| To include pictures in the print out... (Note: Available for certain file formats only) | <ul style="list-style-type: none"> Click the Include Pictures checkbox. |

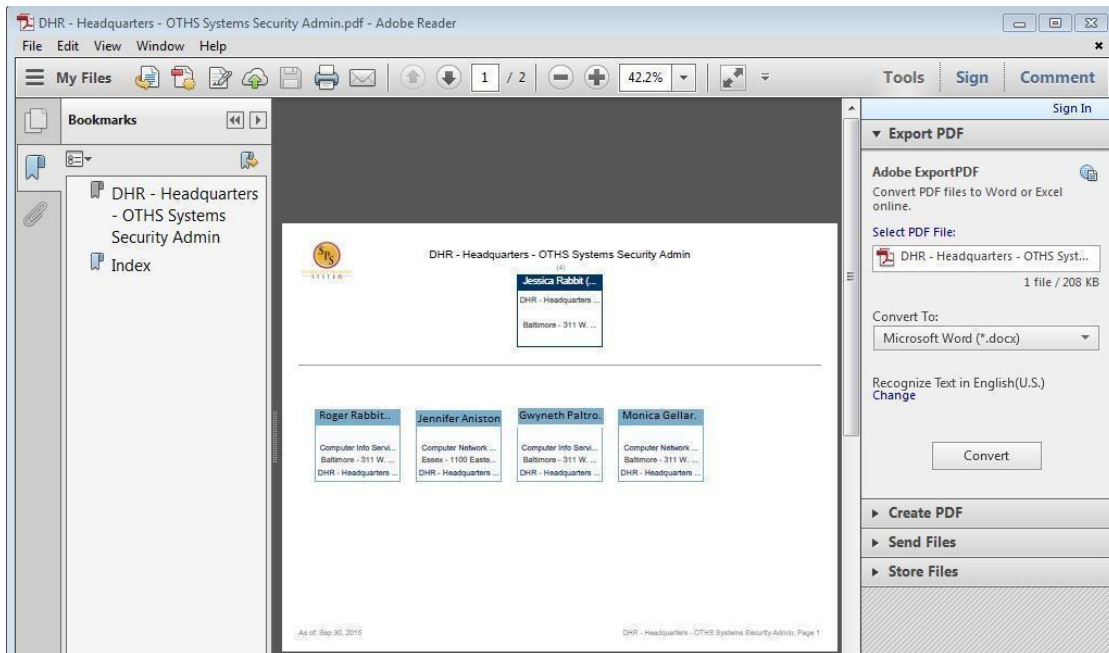
7. Click the **Print**  button.

Open the File



8. Click the **Open** button.

View/Print the Org Chart



9. Click the **Print** icon located on the top toolbar.

10. The System Task is complete.