
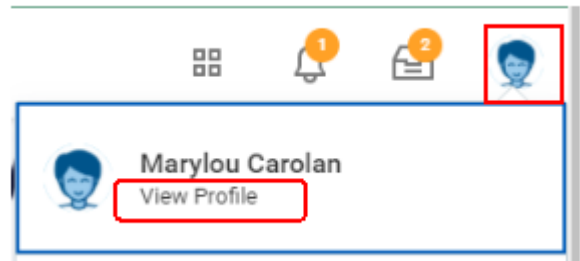


HOW DO I ... View My Org Chart?	ABOUT THIS TASK: Describes how to view your Org Chart. This may also be referred to as your Supervisory Organisation or Sup Org.
AUDIENCE: Managers; Administration Leads.	DETAILED JOB AID: n/a


Note: All values in screenshots are examples only and may not refer to actual data in Workday.

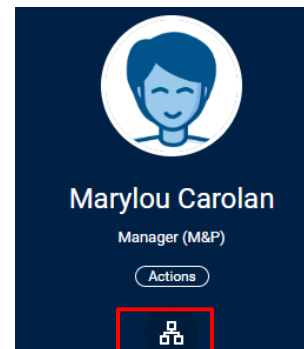
Your Org Chart allows you to see the sup org you are in, manager of that sup org and your co-workers. You could navigate up or down to view more levels of sup org.

1. On **Workday's home page**, *click* your profile picture.
TIP: If a custom profile picture has not been set, the profile picture defaults to a cloud icon. 




2. *Click* **View Profile**.

3. On your **Profile page**, *click* the **Team** icon. 



Your organizational chart displays. It allows you to see the Sup Org you are in, the manager of the sup org and your co-workers.

TIP: Use the  arrow to navigate up or down to view more details of the Sup Org., e.g., view who your Manager reports to.

TIP: On the top left-hand corner, under the heading **My Org Chart** *click the drop-down arrow* to filter your view (e.g., see only vacant positions).

TIP: To view details of a work colleague, click their icon. Note, you will not be able to see any personal information.

