



Associate Job Aid

**PEOPLE AND
ORGANIZATIONS**

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

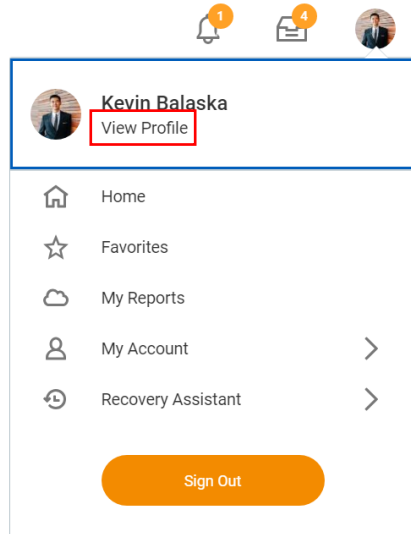
People and Organizations

VIEW YOUR ORGANIZATION'S STRUCTURE ("ORG CHART")

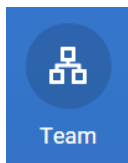
1. Click the **Profile** icon in the upper right corner.



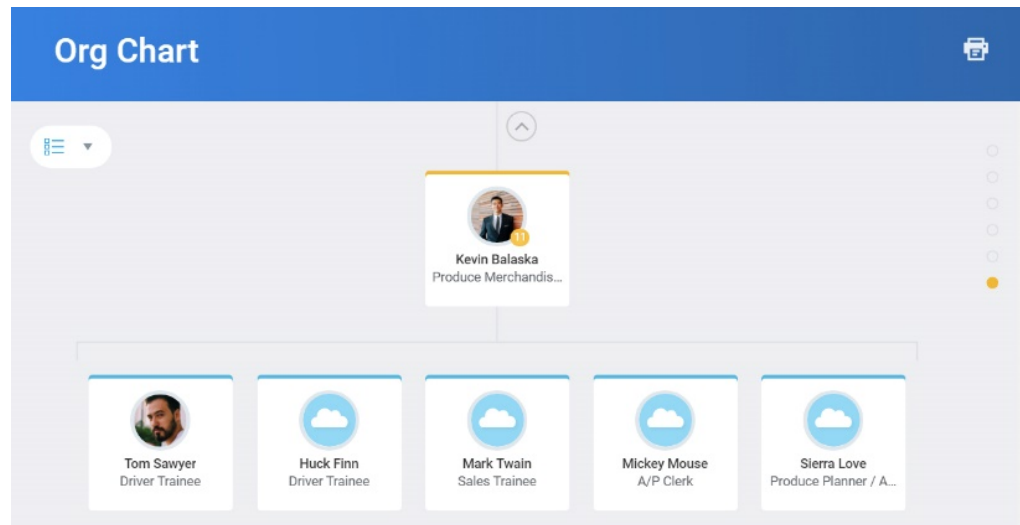
2. Click **View Profile**.



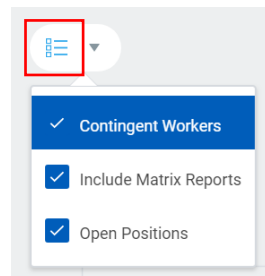
3. Click the blue **Team** icon on the left side.



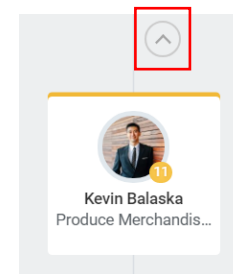
4. You'll see an org chart of your team.



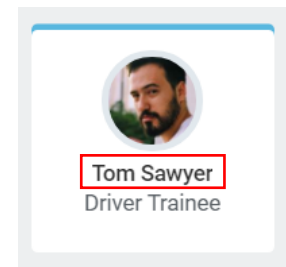
The **Options** icon on the left allows you to filter the chart by selecting or deselecting options.



Use the arrows to move through levels.



Click a name to view that person's profile.



The **Print** icon on the upper right allows you to export the chart to PDF, Powerpoint or Excel format.

