Getting Started: Identify Your Place in the Organization

Locate Your Place in the Organization
Workday displays the reporting structure of your department. This can help you understand your place within the organization.

From the Home page:
1. Click your Profile icon > View Profile.
2. Click the Job tab.
3. Click the Management Chain tab. Information about your management chain displays.

Locate Your Organization
From the Home page:
1. Click your Profile icon > View Profile.
2. Click the Job tab.
3. Click the Organizations tab. Information about the organizations you belong to displays.

Review Your Job History
From the Home page:
1. Click your Profile icon > View Profile.
2. Click the Job tab.
3. Click the Manager History tab. Your job history displays. Manager history includes information about your prior job titles, managers, start dates, and end dates.

Your screens and processes may vary from those described here.
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Locate Your Org Chart

From the Home page:

1. Click your **Profile** icon > **View Profile**.

2. Click the **Team** button. Your Org Chart includes information about your team, HR support, and your manager’s manager.

3. Click the names in the top right corner to navigate through your management chain. You can also use the pull-down menu in the top left to view your org chart with or without contingent workers, matrix reports, or open positions.

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