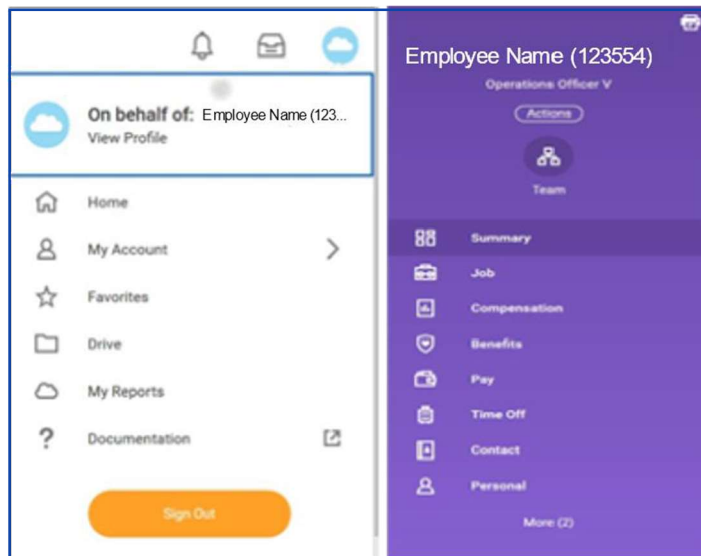


IDENTIFY YOUR PLACE IN YOUR ORGANIZATION

LOCATE YOUR ORGANIZATION

From the Home page:

1. Click your **Profile** icon in the upper right-hand corner of your home page > Select **View Profile**.



2. Click the **Job** tab.
3. Click the **Organizations** subtab. Information about the organizations you belong to displays.

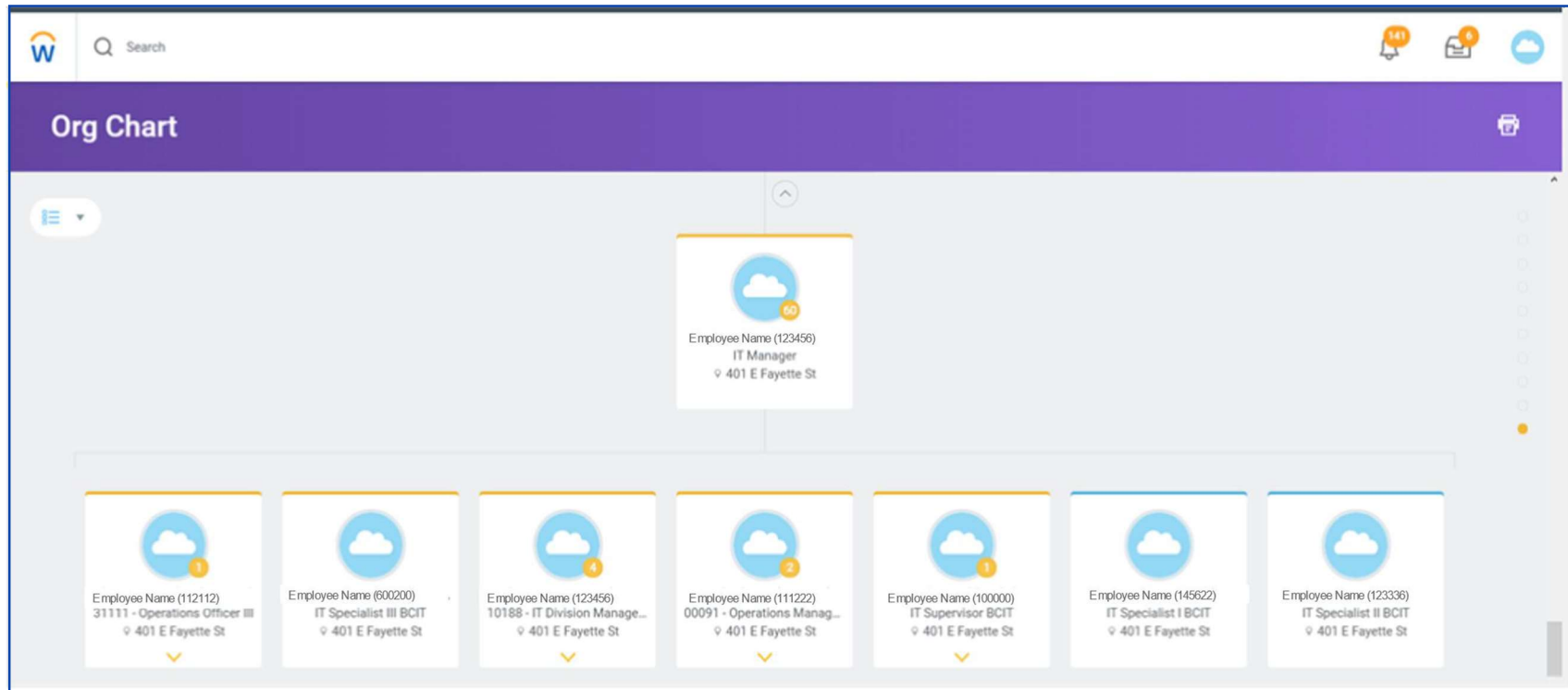
Job Details	Employment Data	Manager History	Management Chain	Organizations	Support Roles	Worker History
Member of These Organizations 7 items						
Organization	Organization Type	Organization Subtype				
Mayor and City Council of Baltimore	Company	Company				
CC999999 Unmapped Cost Center	Cost Center	Cost Center				
1001 General Fund	Fund					
Bi-Weekly (001)	Pay Group	Pay Group				
Baltimore City Office of Information and Technology	Payroll Agency	HR Custom Organization				
Employee Retirement System	Retirement System	HR Custom Organization				
Baltimore City of Information Technology - Director's Office	Supervisory	Department				
Manager/Leader of These Organizations 2 items						
Organization	Type	Organization Role				
IT Manager Employee Name (123456)	Supervisory	Manager				
IT Manager-108708 Jh Employee Name (123456)	Supervisory	Manager				

LOCATE YOUR ORGANIZATIONAL CHART

Workday provides a chart of your organization's hierarchy.


From the Home page:

1. Click your **Profile** icon > **View Profile**.
2. Click the **Team** icon. Your org chart includes information about your team, HR support, and your manager's manager.
3. In the top-right corner of the page, hover over the dots to reveal your management chain. Click the names in the chain to navigate your hierarchy or use the **arrows** at the top or bottom of the org chart. 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.

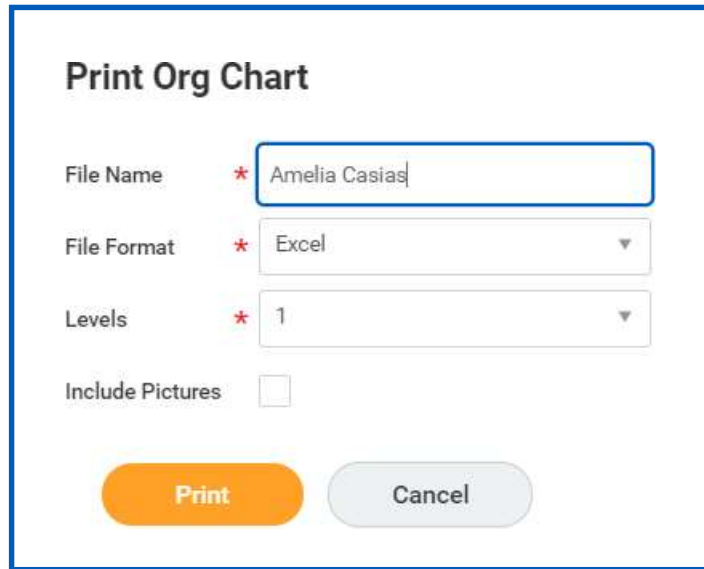


EXPORT YOUR ORG CHART TO EXCEL/VISIO

From the Org Chart:

4. Click the **Print** icon .
5. Enter a **File Name** (your manager's name will auto-populate as the default).
6. Select **Excel** as the File Format.
7. Select how many levels of your org chart you'd like to print.

- Optionally, select **Include Pictures**. The pictures will download as a .zip file.
- Click **Print**.



Print Org Chart

File Name * Amelia Casias

File Format * Excel

Levels * 1

Include Pictures

Print Cancel



Note: You have the option of importing your Excel Org Chart into Microsoft Visio. Visit the following link on Community for instructional steps: <https://community.workday.com/node/243051>.

REVIEW YOUR JOB HISTORY

From the Home page:

- Click your **Profile** icon > **View Profile**.
- Click the **Job** tab.
- Click the **Manager History** subtab. Your job history displays. Manager history includes information about your prior job titles, managers, start dates, and end dates.

The screenshot shows the Workday interface for an employee named 'Employee Name (123456)' who is an IT Manager. The 'Manager History' tab is selected, displaying a table with 3 items. The table columns are Position, Start Date, End Date, Manager, Managed From, and Managed To. The data shows a transition from a previous manager to the current one on 07/24/2018.

Position	Start Date	End Date	Manager History		
			Manager	Managed From	Managed To
49937 IT Manager	07/24/2018		Employee Name (112112)	06/12/2020	
			Employee Name (144453)	06/11/2020	06/11/2020
			Employee Name (326456)	07/24/2018	06/10/2020

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner