How to...view and understand your Organisation Chart

Purpose:

This guide will show you how to...view and understand your organisation chart details within **People Manager** in Your HR


Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1).** After login you will be presented with the People Manager Homepage
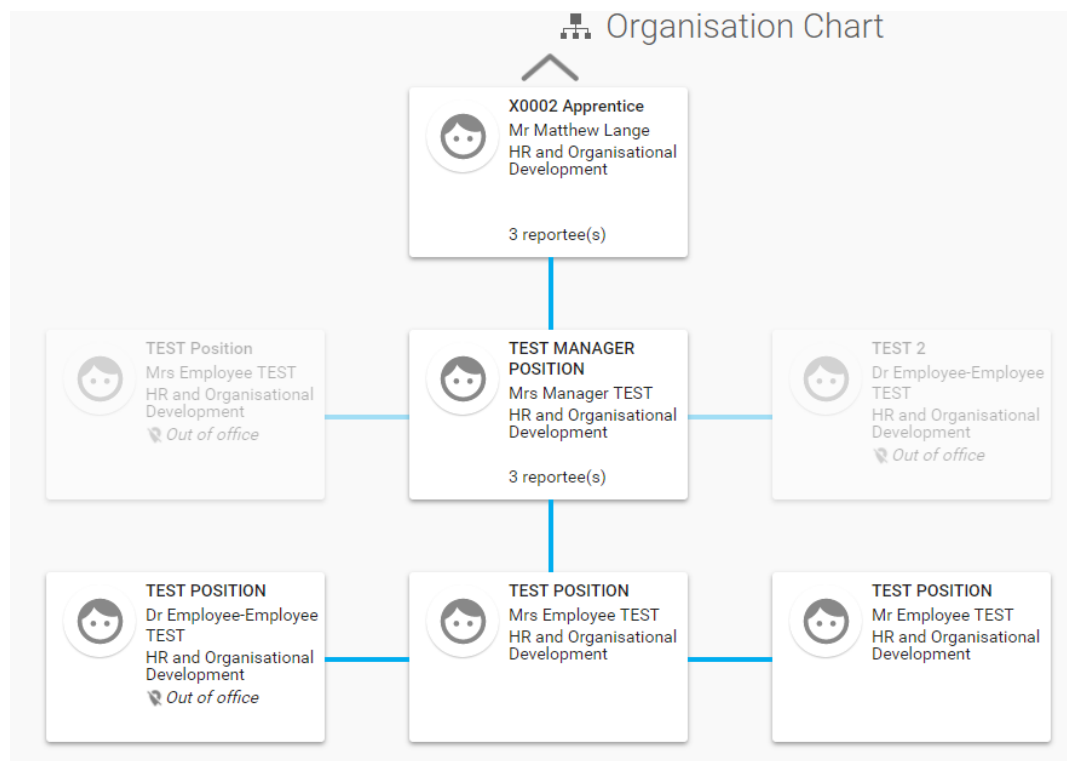

What is an Organisation Chart?

An organisation chart is a visual diagram of how an organisation is structured. It outlines the roles, responsibilities and relationships between individuals within the organisation. It is often known as an organisational hierarchy.

● Click on **Organisation Chart** in the menu
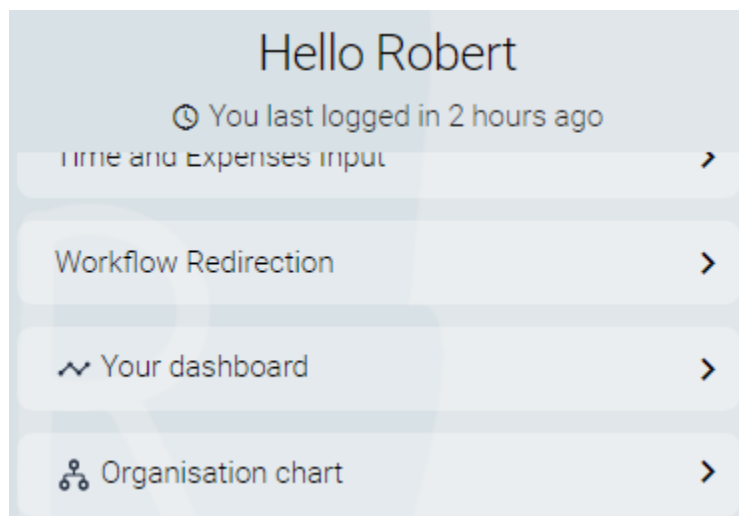
● Your **Organisation chart** will be displayed with you at the centre, your direct reports connected to you underneath and your reporting manager above.

- The org chart will indicate if you or your team members are in the office or absent due to leave of any kind that is recorded in Your HR.

- You can navigate around the **organisation chart** to view the organisation and structure. For example, if you click on the arrow above your manager's entry, this will reveal their manager.

- You can continue to click to the top tier of the organisational structure as pictured below:

- You cannot amend anything in the organisation chart.

- If you do not feel the organisational chart reflects your role within the structure or your team accurately, please contact HR on the details below.

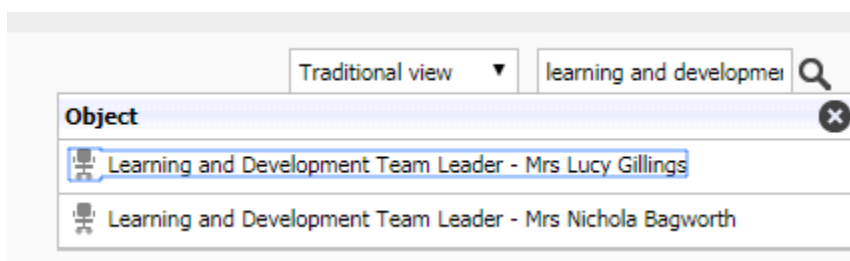**Searching for people within the Organisation Chart**

- You can search for people within the Org Chart by entering a search word in the search box and clicking on the **magnifying glass icon:**
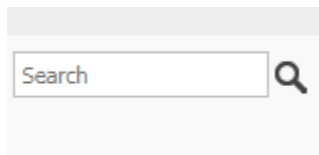
- You can search by **name** or by **position**

- To search by name; use the person's **surname.**
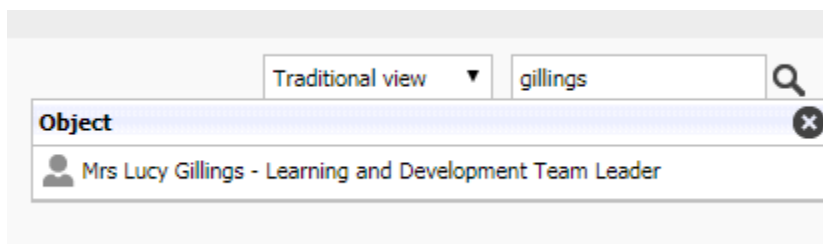
- To use a keyword, use a word that appears in a job role, e.g. learning

- Click on the correct person in the list and the organisation chart will show them in the structure,

- To return to your own position, search for your own name.

To View the Post Including JEID for your Employees

If you need to view the JEID for an employee, you can do so by amending the organisation chart view to **Organisation Structure > Traditional View**

Options for alternate views

You can choose to display the organisational chart in several other ways Sunburst and Treemap. The easiest to use and navigate around is the standard Organisational Chart view which is the default.

Returning to People Manager Homepage

- Click the **Logo** in the top left hand corner of the screen

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For further information or support please refer to Your HR on the [Intranet](#) or contact via email:hrandpayroll@warwickshire.gov.uk or phone on 01926 738444

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