



## How to...view & understand your Organisation Chart (Org Chart)

### Purpose:

This guide will show you how to view and understand your organisation chart (Org Chart) on the **Your HR** employee self service system.

### 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 **Employee Self Service Homepage**

### What is an Organisation (Org) Chart?

An organisation (org) 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.

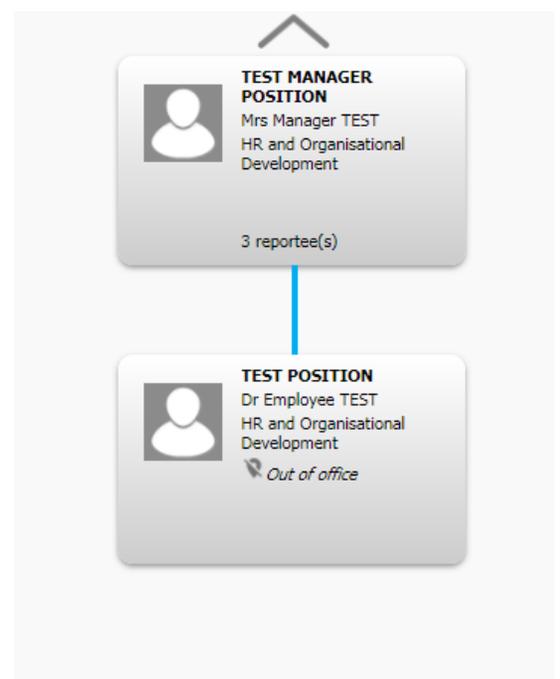
### To view your Org Chart

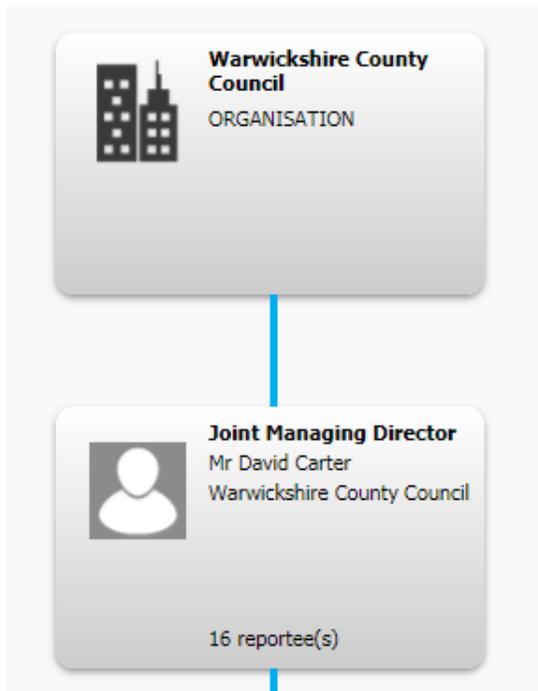
Click on the **Org Chart** Tab in the top toolbar on the Self Service Homepage

Org Chart



- Your first screen will show your position in the hierarchy, whom you report to and any direct reports you may have. It will also show your peers.
- The org chart will indicate if you are in the office.
- It will show how many direct reportees your manager has.

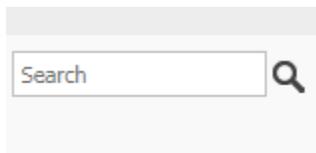




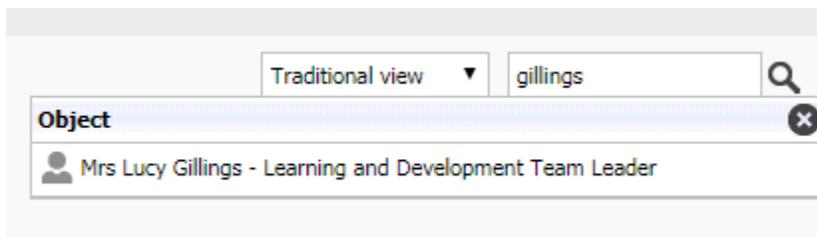
- You can navigate around the organisation chart to view the organisation and structure.
- For example; if you click on the arrow above your manager's entry, this will reveal their manager.
- You can continue to click to the top tier of the organisational structure as pictured:
- You cannot amend anything in the org chart.
- If you do not feel the organisation chart reflects your role within the structure accurately, please contact HR

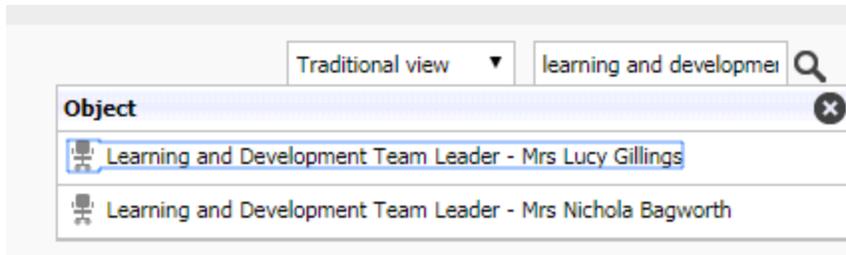
### Searching for people within the Org Chart

- 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**.





- Click on the correct person in the list and the org chart will show them in the structure,
  - To return to your own position, search for your own name.
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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](mailto:hrandpayroll@warwickshire.gov.uk) or phone on 01926 738444***

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