

## **View Organization Charts**

This documentation covers how to access, print, and view the organization chart.

### **Organization Chart**

An Organization Chart shows the organizational structure and reporting relationships between various employees. This feature is available in Employee Self Service.

### **Access Your Organization Chart**

All employees can access the current Organization Chart through Employee Self Service.

#### **Navigation: Menu > My Info > My Company > Organization Chart**

1. From the **Organization Chart** page, use the **Search by Employee** field to locate a specific employee.
2. Select **Export** to export the Organization Chart to PDF.
3. In the **Export Org Chart to PDF** window, select the appropriate display options.
4. Select **Export** to complete the process.