

# Getting Started: View Your Position within Geisinger for Employees

## LOCATE YOUR REPORTING STRUCTURE

Workday provides the reporting structure of your department.

From the Home page:

1. Click your **Profile** icon > **View Profile**.
2. Click the **Job** tab.
3. Click the **Management Chain** subtab. Information about your management chain displays.

Profile icon



The screenshot shows the Workday employee profile page for Brian Kaplan, Senior Customer Services Representative. The left sidebar contains navigation options: Summary, Job (highlighted with an orange border), Contact, Personal, and More (8). The main content area has tabs for Job Details, Service Dates, Employment Data, Manager History, Management Chain (highlighted with an orange border), Organizations, Support Roles, and Worker History. Below the Management Chain tab, a table titled 'Supervisory Management Chain 6 items' displays the reporting structure.

Organization	Manager	Phone Number
Global Modern Services	Steve Morgan	+1 510-635-1856 (Landline)
Executive Management Group	Steve Morgan	+1 510-635-1856 (Landline)
Operations	Maximilian Schneider	+1 312-766-0809 (Landline)
Global Support Center	Susan Steinberg	+1 415-438-2101 (Landline)
Global Support - North America Group	Scott Wilkinson	+1 416-483-4193 (Landline)
Global Support - USA Group	Amelia Casias	+1 773-721-0897 (Mobile)
		+1 773-721-0897 (Mobile)

# Getting Started: View Your Position within Geisinger for Employees

---

## LOCATE YOUR ORGANIZATION

From the Home page:

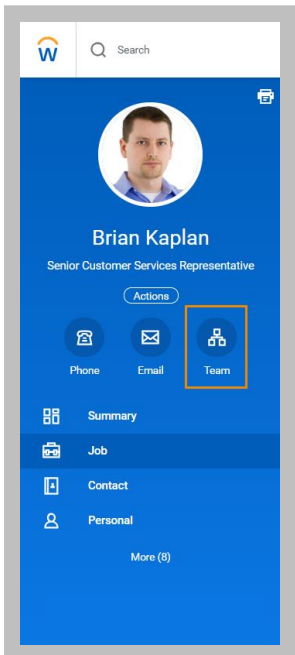
1. Click your **Profile** icon > **View Profile**.
2. Click the **Job** tab.
3. Click the **Organizations** subtab. Information about the organizations you belong to displays.

## LOCATE YOUR ORGANIZATIONAL CHART

Workday provides a chart of your organization's hierarchy.

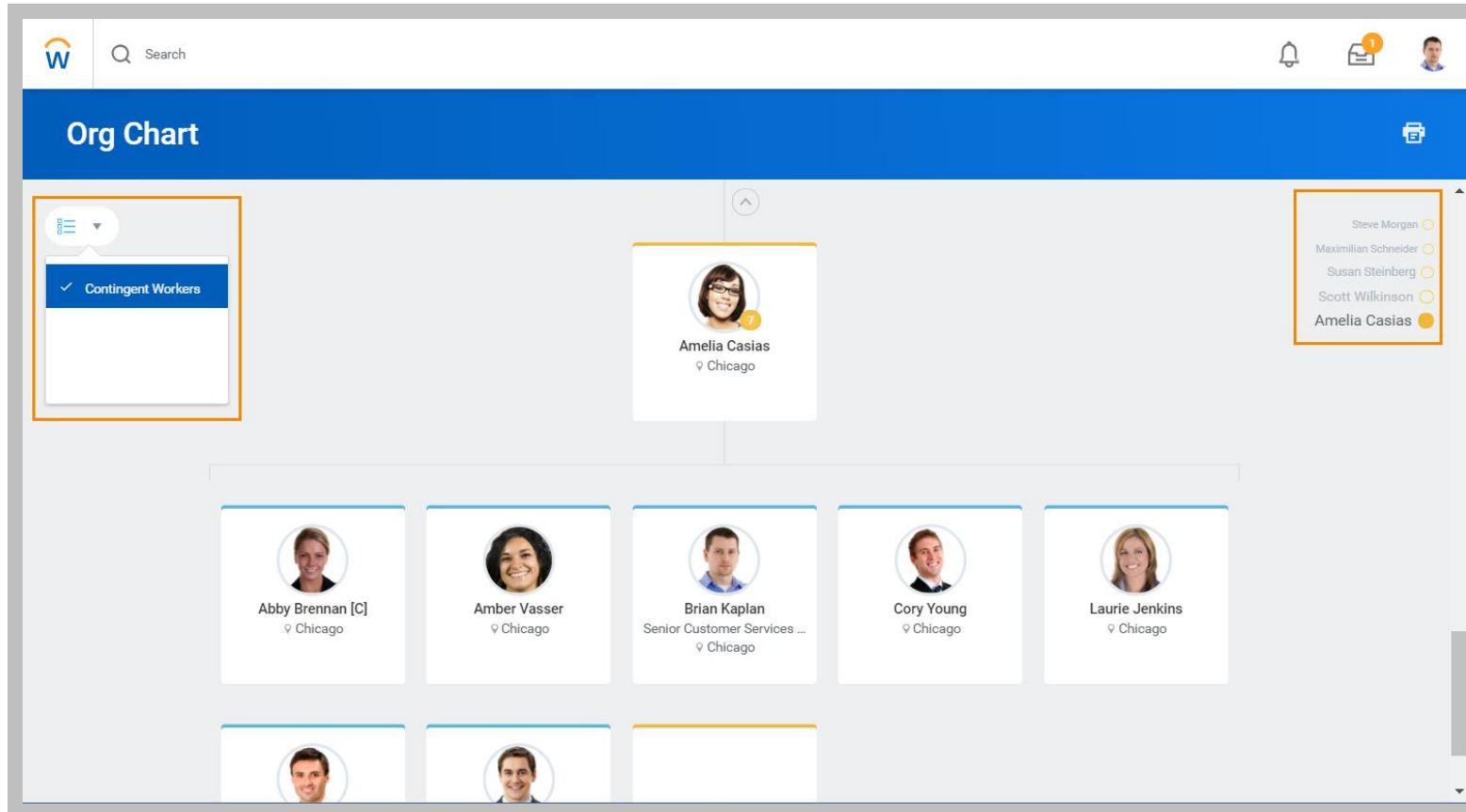
From the Home page:

1. Click your **Profile** icon > **View Profile**.
2. Click the **Team** icon. Your Org Chart includes information about your team.



## Getting Started: View Your Position within Geisinger for Employees

- In the right corner of the page, hover over the circles 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.

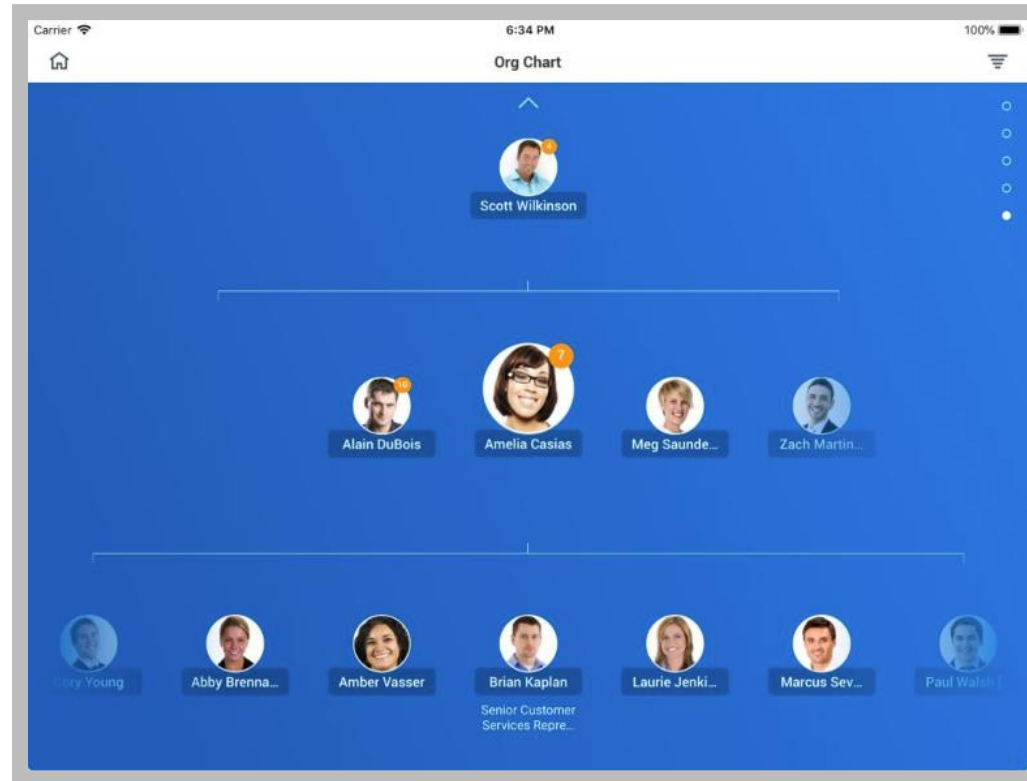


# Getting Started: View Your Position within Geisinger for Employees

## MOBILE

### LOCATE YOUR REPORTING STRUCTURE

The Org Chart helps you identify where you and others fit into the overall structure of your organization. It displays your position within the department, as well as the positions of your teammates. Within the Org Chart, you can navigate the structure of your department and company by tapping on individuals or groups.



From your profile, click the **Team** icon to open the Org Chart app. From here:

1. Swipe up or down to navigate through the company hierarchy.
2. Tap an individual's **Profile** image to view their Profile page.
3. Tap the **Back** arrow to return to the chart.