Supervisory Organizations & Org Charts
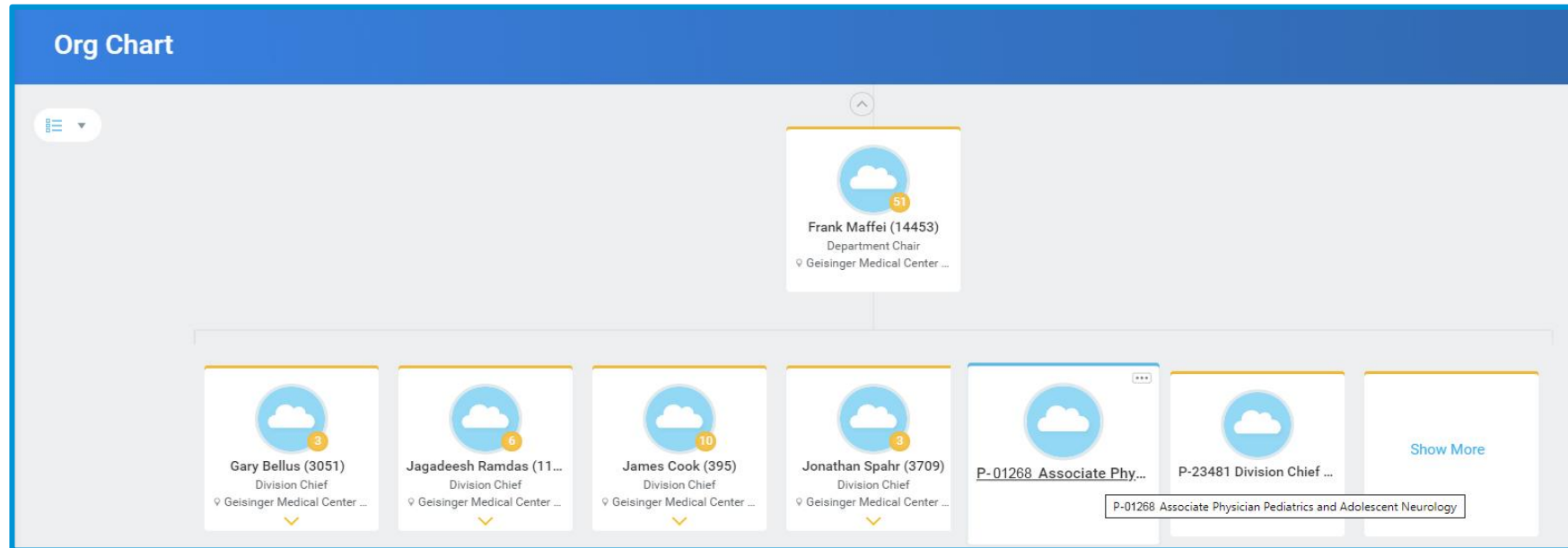
Geisinger

Supervisory Organizations

Supervisory Organizations

Supervisory organizations or "sup orgs" group workers into a management hierarchy and are the primary organization type in Workday. They represent the reporting structure and have connections to almost every functionality within Workday

Staffing Models

Every supervisory organization has a staffing model. There are two types of staffing models:

Position Management

Provides the greatest visibility & control over vacancies.

- A position must be approved and available **prior** to a worker's start date.
- Every position requires a job requisition.
- Vacated positions can remain open or be moved to another supervisory organization.

You can:

- Report on open and filled positions
- Track overall position history
- Easily backfill vacancies
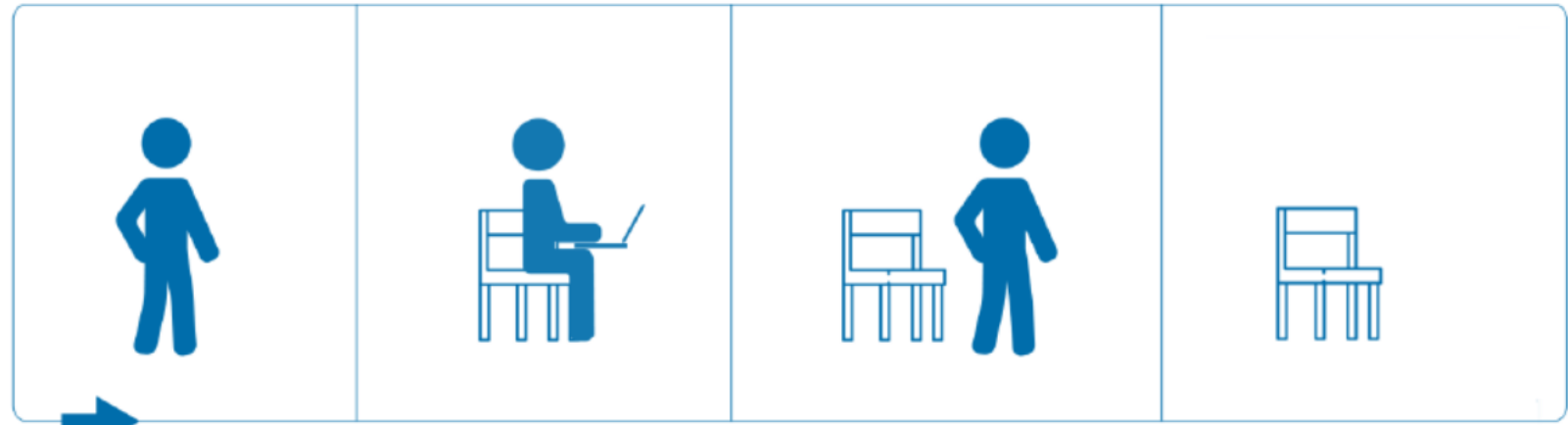
Job Management

Allows for flexibility and speed when hiring workers.

- Does not require a position, only a job requisition.
- Position no longer exists after a worker leaves.
- Does not maintain ongoing position history.

You can:

- Report on open and filled job requisitions
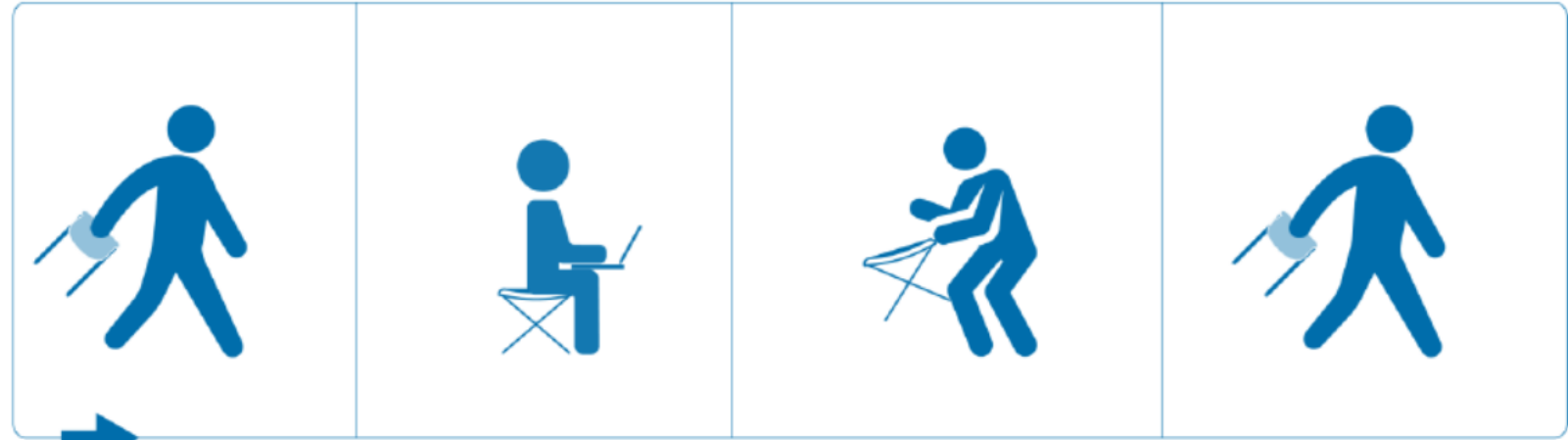
POSITION MANAGEMENT

Employee Hired

Employee at his/her position

Employee leaves and position remains

Employee leaves...

JOB MANAGEMENT

Employee Hired

Employee at his/her job

Employee leaves and takes the position with him/her-self

Employee leaves...

Geisinger's Staffing Model

Geisinger's staffing model is a mix of the two:

- Employees with budgeted hours (Full & Part Time) sit in Position Management.

- Contingent Workers and Per Diem employees sit in Job Management.

Organizational Charts (Org Chart)

A visual depiction of how an organization is structured. It outlines the roles, responsibilities and relationships between individuals within an organization.
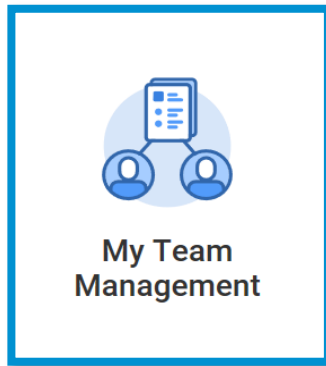
Viewing my Org Chart (as a Worker)

1. Navigate to your Worker Profile.
2. Select View Team ⬚

Managers appear similar to individual contributors, but with an orange highlight. A small orange number displays the number of individual contributors and empty positions. If they do not have any direct reports, there will not be a number.
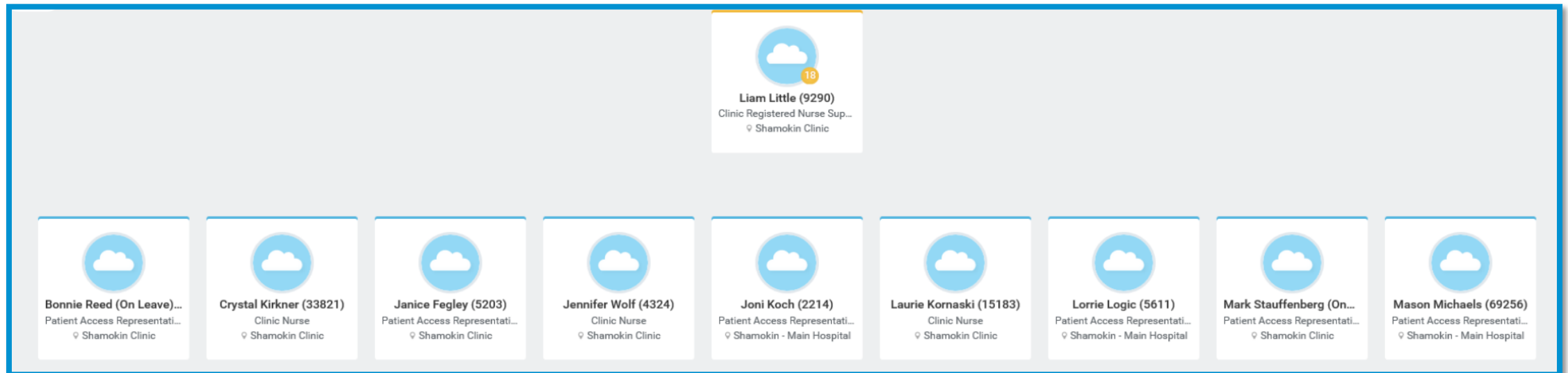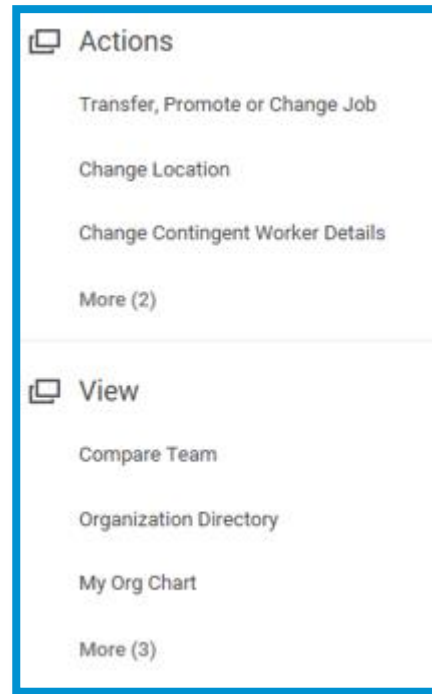
Viewing my Org Chart (as a Manager)

1. Go to the My Team Management application.

My Team
Management

2. Select **My Org Chart**

Actions

Transfer, Promote or Change Job

Change Location

Change Contingent Worker Details

More (2)

View

Compare Team

Organization Directory

My Org Chart

More (3)

Questions?

Contact our **Employee Contact Center** at 570-271-6640 or via email at employeecontactcenter@geisinger.edu.

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