How Do I View the Organizational Chart?

Navigation

1. Log into OneUSG HCM.
2. If the Employee Self Service page is not displayed, click the blue NavBar and select Employee Self Service from the drop down listing.
3. On the Employee Self Service page, click the Company Directory tile.

Select a Recently Viewed Employee
4. Click the Display/Hide icon in the Favorite section to hide the listing of favorite employees, as needed.
5. Review the listing displayed in the Recently Viewed section and click the desired employee name.

Select a Favorite Employee
6. Click the Display/Hide icon in the Recently Viewed section to hide the listing of recently viewed employees, as needed.
7. Review the listing displayed in the Favorites section and click the desired employee name.

Search for an Employee
8. To initiate a new search, click in the Search Company Directory field.
   NOTE: Click the X displayed on the right side of the field to clear previous search criteria.
9. Enter a search phrase in the Search Company Directory field. Then, click the Search icon. NOTE: Searches may be based on all or a portion of the following field information: State, City, Business Unit or Company, Department, Job or Position Title, Location, Name, Email Address and Phone Number.
10. If the search fails to yield any results, click the Company Directory button and return to the search page.
Refine the Search Results

11. If search results are displayed, the left menu displays key attributes about the selected employees.

12. Click one or more of the Attribute links to further refine and filter the search results set, as needed. NOTE: To remove an Attribute from the search conditions, click the Delete (X) icon.

View the Employee’s Organizational Chart

13. Click the desired Employee Name in the search results listing.

14. Click the View Org Chart link displayed at the top of the Profile page.

15. Review the reporting structure and HR information displayed on the Company Directory Org Chart page.

16. Click the <Profile: [Employee Name] button on the blue NavBar to return to the Profile page.

Complete the Task/Sign Out of the Application

17. If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.

18. Click the Sign Out option in the listing.