

## 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.

