TRAINING CARD

Organization chart (People view)



MAYHR

TRAINING CARD

Process

ORGANIZATION CHART

Desc

This training card helps you find a person's organizational chart in MAY HR (by workday)

Who

Initiate	All users
Do an action	All users

Info

Organization View
Displays the **organizational structure and positions.**
Organizations | Positions / Roles.

People view
Displays employees and their reporting hierarchy.
Direct and indirect reports.

Steps

Step type	Step detail	Role
1. Initiate	Search for the person in the search bar	All
2. Action	Click on a team	All

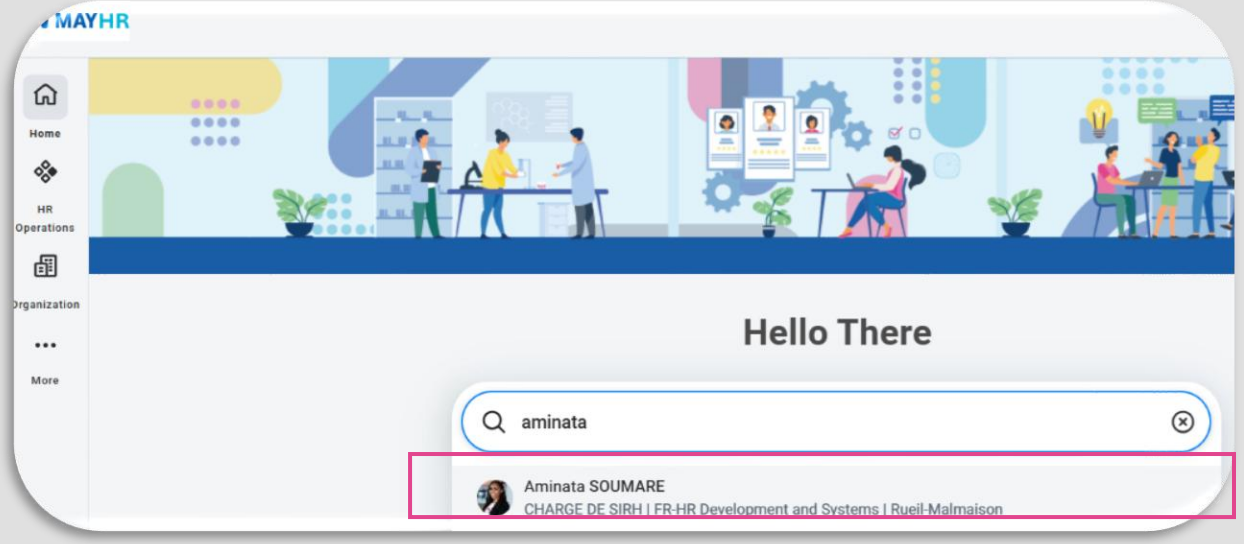
MAYHR

TRAINING CARD

SEARCH FOR A PERSON
→ All users

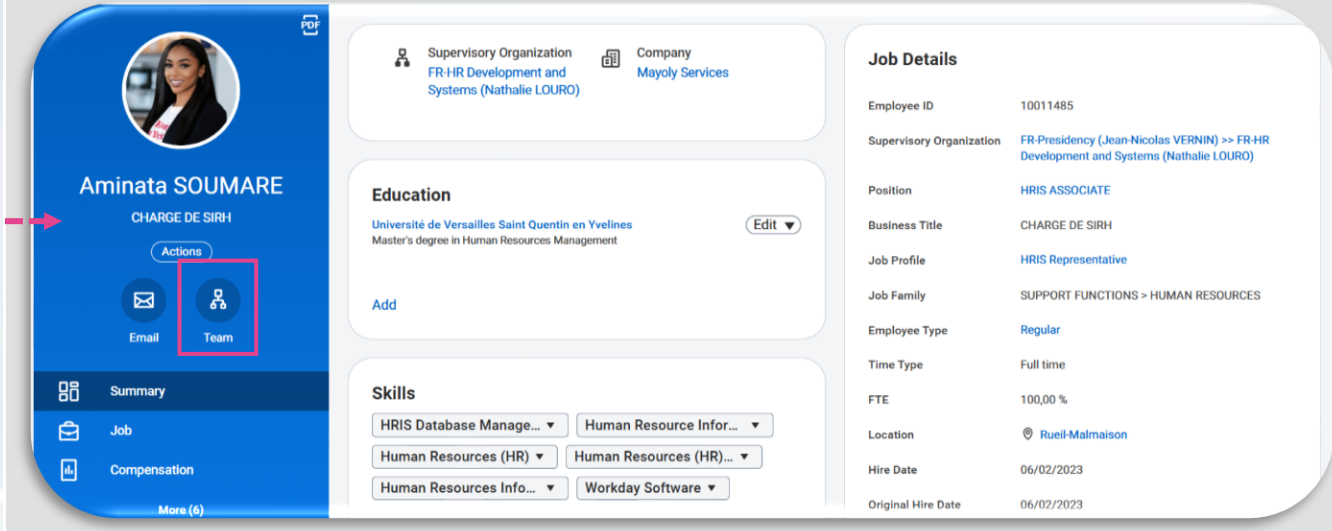
All users

1 Use the **search bar** to enter the **name** of the person you're looking for. Then select **their profile**.



2 Click on **"Team"** to view the organizational chart where they are part of.

On their profile, you'll also find their skills, education, and job details.



MAYHR

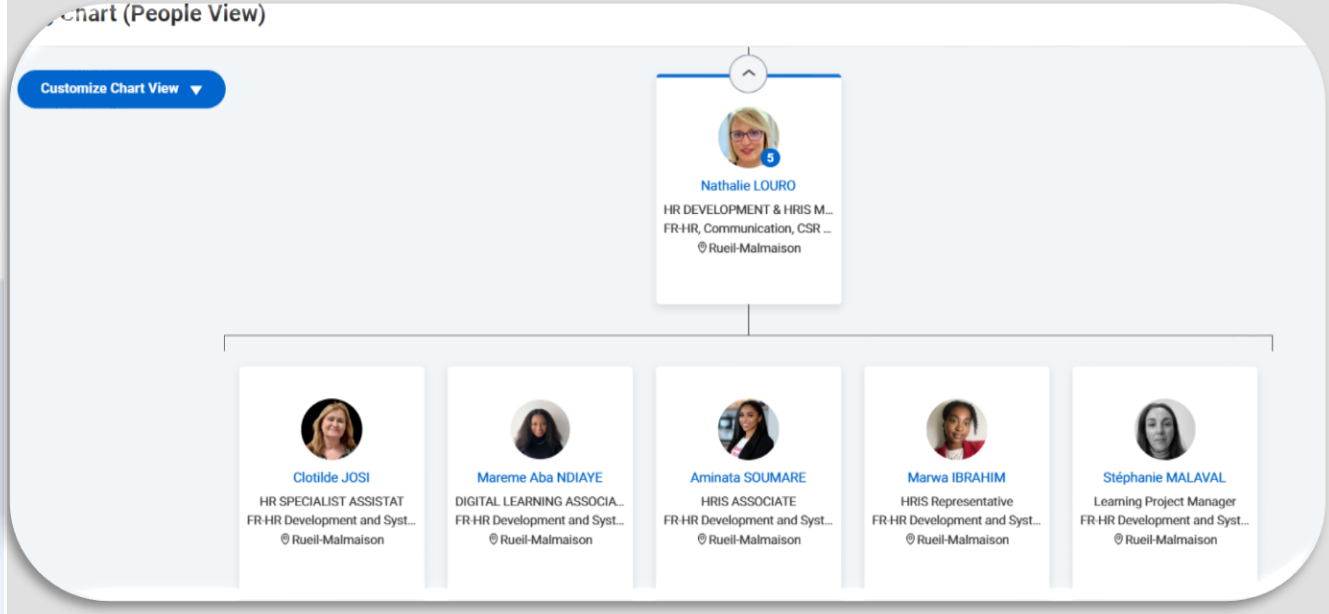
TRAINING CARD

SEARCH FOR A PERSON
→ All users

All users

3

The selected person's team is displayed. You can navigate upward to view their N+2, N+3, and more.





TRAINING CARD

Organization chart (org view)



MAYHR

TRAINING CARD

Process

ORGANIGRAMMES

Desc

This training card help you extract MAY HR organizational charts.

Who

Initiate	All users
Do an action	All users

Info

Organizational charts can be exported in the following formats:

- Excel
- PDF
- Powerpoint

Steps

Step type	Step detail	Role
1. Initiate	Search for the organization to extract	All
2. Action	Extract the organizational chart in various formats	All

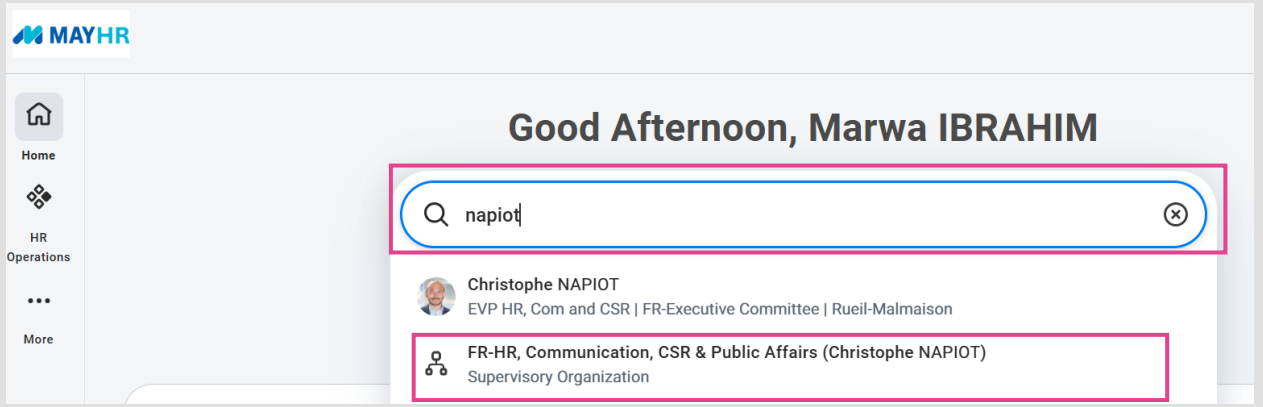
MAYHR

TRAINING CARD

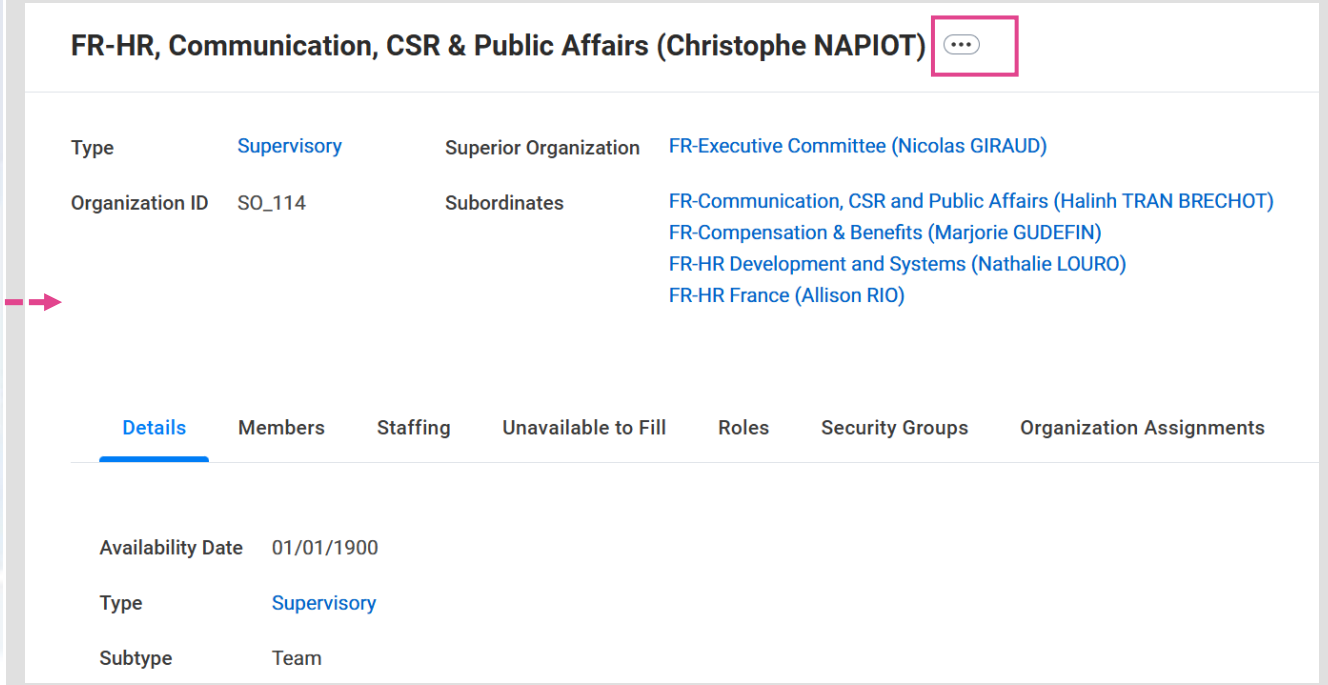
SEARCH THE ORGANIZATIONAL CHART – STEP 1
→ All users

All users

1.1 Use **the search bar** to enter the **name of the organizational unit or the name of the team manager** you are looking for.



1.2 Then select the related button action.



MAYHR

TRAINING CARD

SEARCH THE ORGANIZATIONAL CHART – STEP 1
→ All users

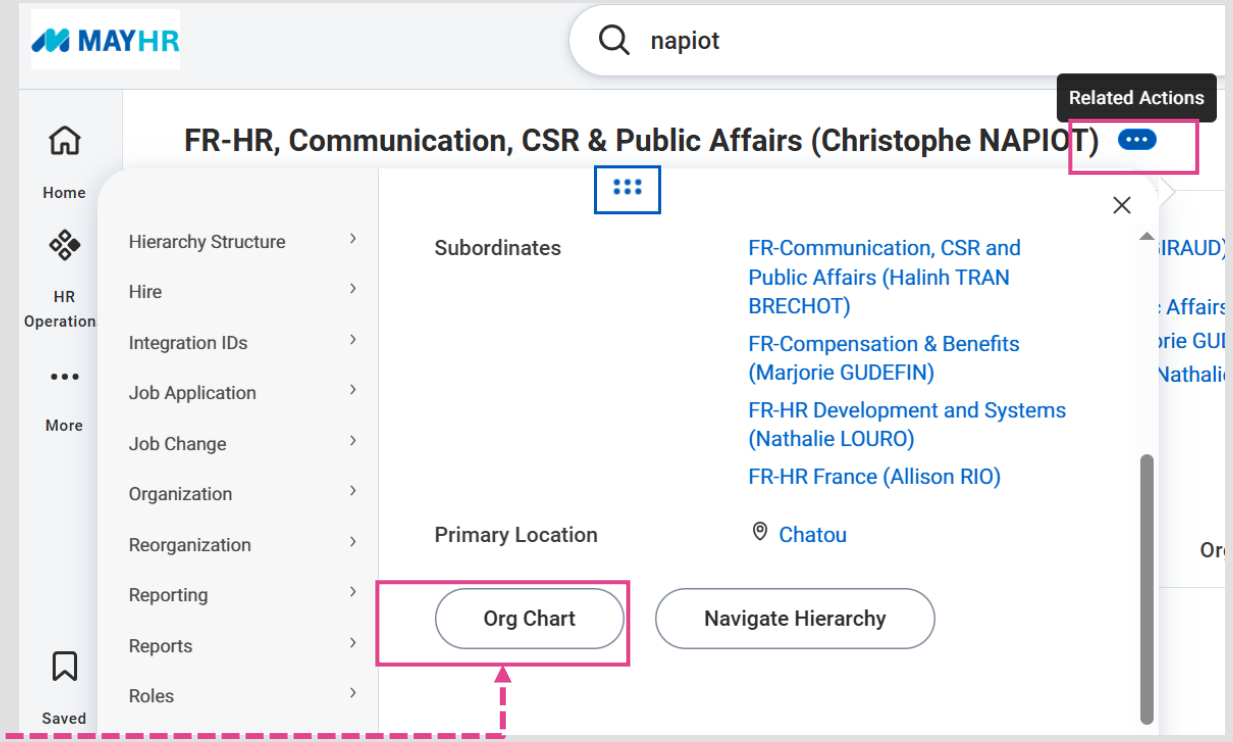
All users

1.3

The related button action on the right of the **organization's name** open all the available options and actions for that organization.

1.4

At the bottom of the screen, click the "**Organization Chart" button"**



MAYHR

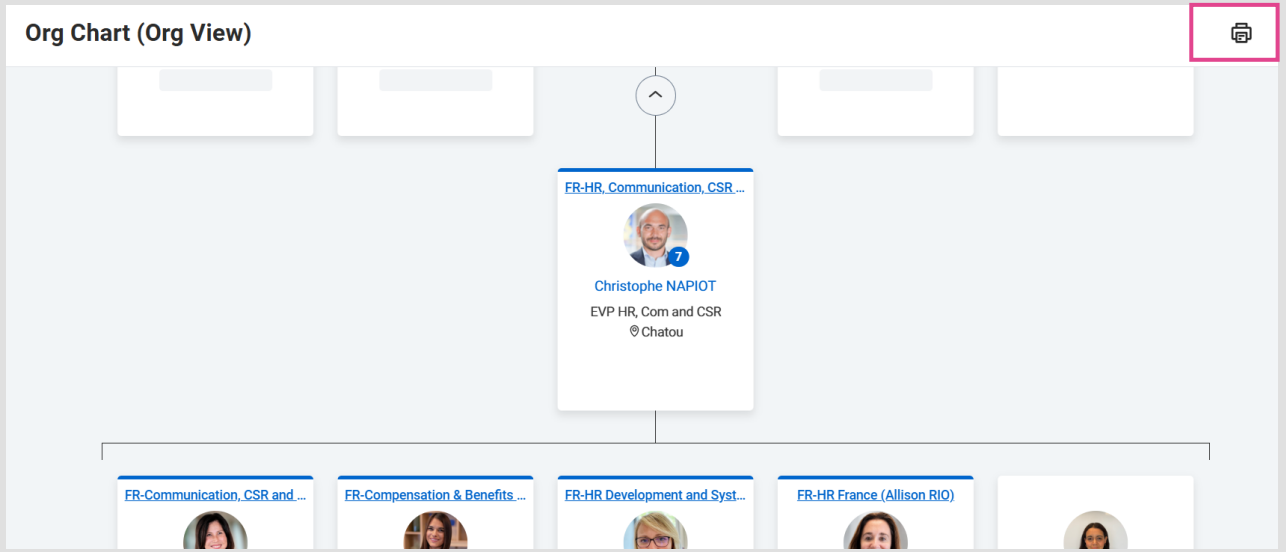
TRAINING CARD

EXTRACT THE ORGANIZATIONAL CHART – STEP 1

→ All users

All users

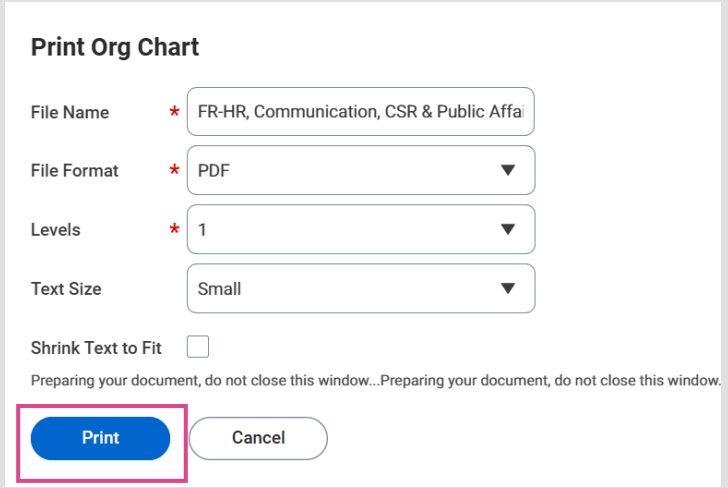
2.1 Click the **printer icon** to view the various export options.

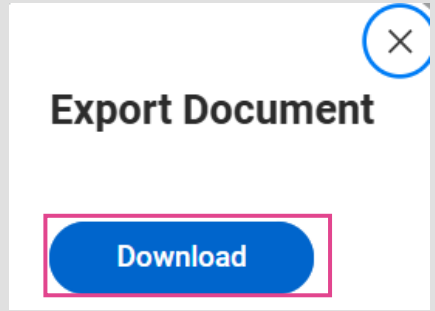


2.2 Select:
- the **format**
- the **level** of the organizational chart to export (N-1, N-2, N-20, etc.)

Click **“Print.”**

Then click **“Download”**





MAYHR

TRAINING CARD

EXTRACT THE ORGANIZATIONAL CHART – STEP 2
→ All users

All users

2.3

Your organizational chart has been extracted.



