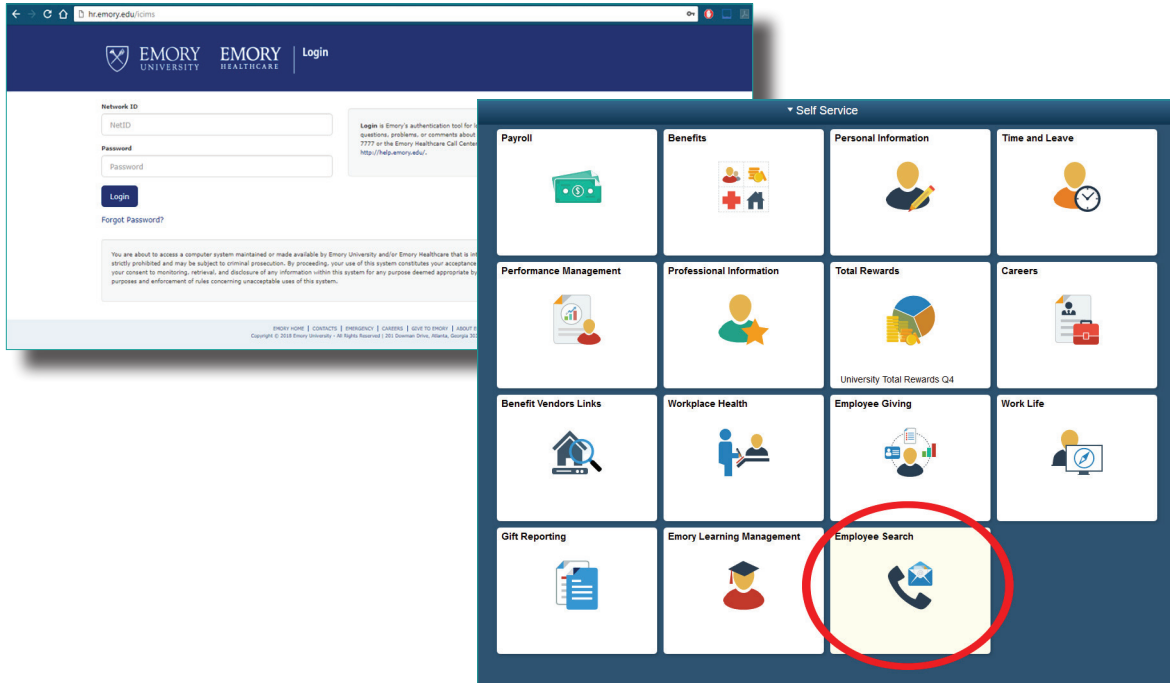


Using the Org Chart Feature

Overview: This job aid shows how to use the “Org Chart” feature in Self-Service/PeopleSoft. This feature allows you to look up the reporting structure of any Emory University faculty or staff member.

1 Log in to Self-Service/PeopleSoft at: <http://leo.cc.emory.edu> then click on the **Employee Search** tile.



2 To see your own reporting structure, click on **View My Org Chart**. You can also use **Employee Search** to look up another person, then click the org chart icon next to their name to see their reporting structure.

