## 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.



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

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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.

Employee Search/Org Chart Search by name, job title, location, etc.   Image: View My Profile   View My Org Chart     Department     Address     View Org Chart     View Org Chart     View My Org Chart     Partnent     Address     View Org Chart     View Org Chart	< Self Service			Compa	ny Directory
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