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.