

1. Select **Me** to display your employee functions
2. Click **My Organizational Chart**

Good afternoon, Arya Stark!

Me My Team My Client Groups Benefits Administration Risk Management

QUICK ACTIONS APPS

Personal Details Directory Onboarding Checklist Tasks

Document Records

Identification Info Time and Absences Career and Performance Personal Information

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info What to Learn Benefits Current Jobs

The screenshot displays the ESS user interface for Arya Stark. At the top, a navigation bar includes 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', and 'Risk Management'. Below this, the interface is divided into 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, and My Public Info. The 'APPS' section lists: Directory, Onboarding, Checklist Tasks, Time and Absences, Career and Performance, Personal Information, What to Learn, Benefits, and Current Jobs. A red box highlights the 'Me' menu item, and a red arrow points from it to the 'My Organization Chart' option, which is also highlighted with a red box.

3. View your position in the organizational chart

4. Click directly onto any person's name to see more information about that person, including yourself

The screenshot displays an "Organization Chart" interface. At the top, there is a search bar, "Show Filters", a breadcrumb trail "Sara Lurie > Sharon Thompson >", and a "Sort By" dropdown menu set to "Name ascending". A "Print" button is in the top right corner. The main content area shows a list of employee cards. The card for "Jana Baylis" is highlighted with a red border. Below it are cards for "Yara Greyjoy", "Sylvia Lewis", "Morgan McKittrick", "Lakesha McMillon-Cas...", and "Janeil Pelton". Red arrows point from the instruction text on the left to the name "Jana Baylis" and the name "Yara Greyjoy" in the chart.

Name	Position	Contact Information
Jana Baylis	HUMAN RESOURCES MANAGER	cmhatest20+baylis@gmail.com 1-517-230-8292
Yara Greyjoy	REGISTERED DIETITIAN SR	cmhatest20+Ygreyjoy@gmail.com
Sylvia Lewis	HR SPECIALIST I	cmhatest20+maxwells@gmail.com 1-517-410-9667
Morgan McKittrick	HR SPECIALIST SR	cmhatest20+mckittri@gmail.com 1-810-691-3063
Lakesha McMillon-Cas...	HR SPECIALIST I	cmhatest20+mcmillon@gmail.com 1-517-346-8066
Janeil Pelton	RESIDENT MANAGER - BA	cmhatest20+pelton@gmail.com 1-517-812-1639

5. Click a name above your tile to view a level up in the org chart

The screenshot displays the 'Organization Chart' interface. At the top, there is a search bar with the placeholder text 'Search...' and a magnifying glass icon. To the right of the search bar are the options 'Show Filters' and a breadcrumb trail 'Sara Lurie > Sharon Thompson >'. The name 'Sharon Thompson' is highlighted with a red rectangular box. Below the search bar, a user profile card is visible for 'Jana Baylis', who is a 'HUMAN RESOURCES MANAGER'. The card includes her email address 'cmhatest20+baylis@gmail.com' and phone number '1-517-230-8292'. In the bottom right corner of the card, there is a small organizational chart icon followed by the number '6,6'.

6. Review the updated org chart that is displayed

7. You can also enter any employee into the **Search** field to view that person's information

End of Procedure

The screenshot displays an ESS interface for viewing an organizational chart. At the top, there is a search bar labeled "Search..." with a magnifying glass icon, a "Show Filters" button, and the user's name "Sara Lurie" with a dropdown arrow. On the right side, there is a "Sort By" dropdown menu set to "Name ascending". The main content area shows a hierarchical organizational chart. At the top level is Sharon Thompson, CHIEF HR OFFICER, with a profile picture, contact information (cmhatest20+blizzard@gmail..., 1-571-927-6975), and a sub-chart icon showing 6,14 employees. Below her are seven other employees, each with their own profile card: Jana Baylis (HUMAN RESOURCES MANAGER), Bridget Doyle (COORDINATOR 2A), Naudia Fisher (UNION REPRESENTATIVE), Lori Paine (HR SPECIALIST I), Feliz Rodriguez (DIVERSITY/INCLUSION OFCR), and Kylie Wieber (ADMINISTRATIVE ASSISTANT). Each card includes a profile picture, name, title, email, phone number, and a sub-chart icon with a count.

Name	Title	Contact Info	Sub-chart Count
Sharon Thompson	CHIEF HR OFFICER	cmhatest20+blizzard@gmail..., 1-571-927-6975	6,14
Jana Baylis	HUMAN RESOURCES MANAGER	cmhatest20+baylis@gmail.com, 1-517-230-8292	6,6
Bridget Doyle	COORDINATOR 2A	cmhatest20+doyle@gmail.com, 1-517-214-7593	2,2
Naudia Fisher	UNION REPRESENTATIVE	cmhatest20+nfisher@l@gmail..., 1-269-245-9367	
Lori Paine	HR SPECIALIST I	cmhatest20+paine@gmail.com, 1-517-663-3914	
Feliz Rodriguez	DIVERSITY/INCLUSION OFCR	cmhatest20+rodriguf@gmail..., 1-517-580-3464	
Kylie Wieber	ADMINISTRATIVE ASSISTANT	cmhatest20+wieber@gmail.c...	