

# USING THE PAYCOR INTERACTIVE ORG CHART & DIRECTORY

The interactive Org Chart & Directory allows employees to view the hierarchy and structure of their department and other departments across campus. Employees can view themselves, their manager, their team, and any direct reports they may have. They can also search and view the reporting structure and contact information for other employees.

To begin, log in to Paycor at [www.augustana.edu/Paycor](http://www.augustana.edu/Paycor). A reminder that you will need to use your Augustana Single Sign On Credentials (what you use to access your email and log into your computer) and go through the Duo process.

## ACCESSING THE ORG CHART

- After you log into Paycor, in the very top left corner of the screen you will see three horizontal lines. Click on the three horizontal lines to open the menu options

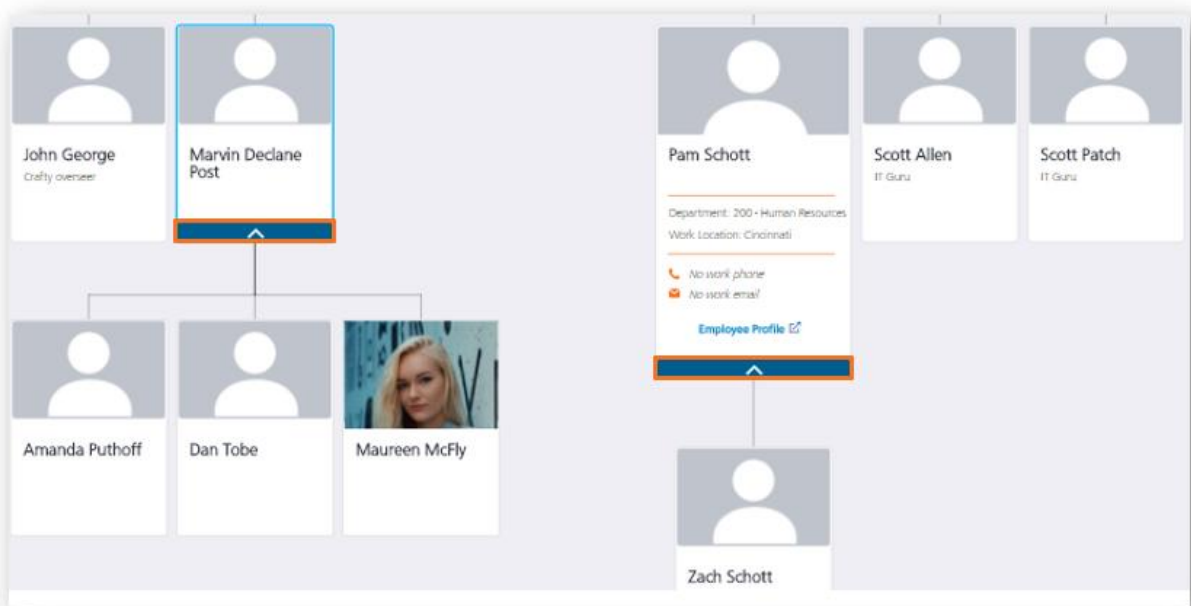


- Select **Company>Org Chart & Directory**



- This window will open the org chart showing to an organizational chart showing your manager and any direct reports. Each employee will have a “profile card” on the organizational chart shows the employee name and their position title.
- The org chart allows you to expand up and down to see more of the organizational hierarchy. In addition, you can click on an individual profile card to see more information.
  - a. Above a profile card you may see a black arrow. Clicking on this arrow will expand the org chart so you can see an employee’s manager.
  - b. If an individual has direct reports, you will see a blue bar with a white arrow at the bottom of their profile card. You can click on this arrow to expand the organizational chart to show those reporting to that employee. If click the arrow again, it will hide the information.

- c. If you click on an employee's name on their profile card it will expand to provide you information about the employee including job title, work phone number and email. Click on the employee name again to hide this information.



- At any time, you can use your mouse cursor hand to “grab” and move around the chart. On the right-hand side of the page is a set of Org Chart controls:



This icon will allow you to zoom out and see a broader view of the org chart.



This icon will allow you to zoom in and focus on a particular area of the org chart.



This icon will allow you to fit the entire org chart on your screen



This icon will allow you to print the org chart as it appears on your screen.

### USING THE ORGANIZATIONAL CHART SEARCH FEATURE

The organizational chart has a search feature that allows you to find employees by name or job title.

- In the Search box at the top, left-hand side of the org chart, type in the employee's name or job title. As you type, a list of matching entries populates. Please allow the list of possible matching entries to generate and then select the employee you want to view from the search list.
- Once you have selected the employee you wish to view, that person's profile card moves to the forefront of the chart. From here, click on the employee's card to access their basic contact information, or use the arrows.