HOW TO VIEW A DEPARTMENTAL DIRECTORY

In Workday, a Directory application can be found on your homepage to make it easy to view a department's directory.

1. From your home page, select the Directory application.

Directory

2. Under View, select **Organization Directory.**

View

All Locations
Location Directory
Organization Directory
Management Chain
Organizations I Belong To

More (3)

3. In the **Organizations** field, you can search from the list or type the name of the Department or the name of the Department Head.

Organizations * [human resources ✕]

Include Subordinate Organizations

Include Managers

Search Results	(2)
☐ Human Resources (Tara Dupre)	
☐ Human Resources Office [JM] (Morgann McGee Bonnet)	

4. To view the entire organization, be sure to select **Include Subordinate Organizations**.

Organizations * [✕ Human Resources (Tara Dupre) ...]

Include Subordinate Organizations ☑

Include Managers ☐

5. Select **OK**.
6. All workers that belong to the Department will be listed along with their contact information.

Note: If you find a worker's information is not correct, please notify the Human Resources Office at 985-549-2001.

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