

HOW TO VIEW A DEPARTMENTAL DIRECTORY

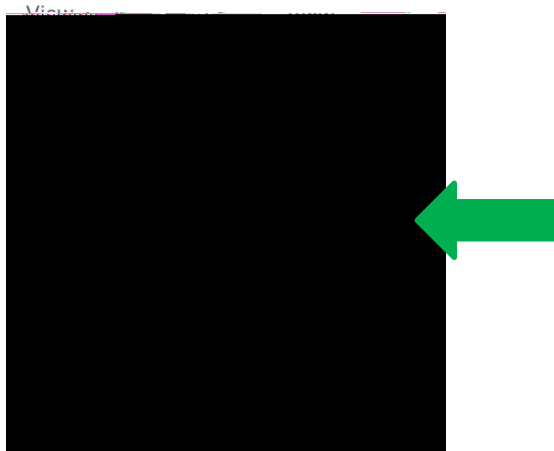
In Workday, a Directory application can be found on your homepage to make it easy to view a department's directory.

1. From your home page, select the Directory



application.

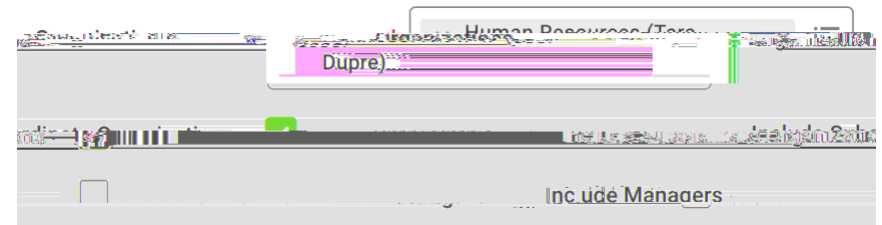
2. Under View, select **Organization Directory**.



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.



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



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.