



1.4 Company Directory – Org Chart Viewer

Step	Action
1.	Navigate to Peoplesoft Self Service at http://employee.cabq.gov
2.	Sign in to Peoplesoft: Enter your User ID into the User ID field.
3.	Press [Tab] to go to the Password field.
4.	Enter your password into the Password field.
5.	Click on the Sign In button.
6.	On the Home Page , below Leave and Comp Plan Balances, you will see Company Directory .
7.	Enter your search criteria in the Search box and Click on the ARROWS Note: You may search by; 1. Last Name, Comma, First name. 2. Department. (HR, FA, PD, AV, PR...) 3. Job Title. (Administrative Asst, Director...) 4. You may also Click on Advanced Search for more options
8.	Search Results will be returned by Name, Job Title and Department ,
9.	Click on the Name of the employee you wish a profile view of.
10.	The Profile for the person selected will be displayed
11.	Under Contact Information , displayed will be their Name, Job Title, Location and Position Number .
12.	Below Contact Information you will see HR Details . There you will see their Department, Reports To, Peers, Direct Reports , and Union (if applicable)
13.	Click on the Org Chart Tab next to Profile tab that is above Contact Information
14.	Displayed will be an organization chart view of that employees department. You may click on any reports to or peer to view the organization chart from another level.
15.	If you have completed your inquiry, click on HOME at the top right of your page
16.	End of Procedure.