

Understanding Supervisory Organizations

What is a Supervisory Org?

A Supervisory Organization is a **formal grouping of employees under a designated manager**. Every employee belongs to exactly one, and it determines how they're managed in Workday. It's not just an Org chart as it drives access, authority, and accountability in the system.

Why it matters to you as a Manager?

As the manager of a Supervisory Organization, **almost everything tied to your team runs through you**. You have **visibility into your employees' information**, you're the approver on the HR transactions that affect them, and you own their performance reviews and Workday notifications. Understanding your Supervisory Org. makes the rest of Workday make sense.

Who is this for: People Managers

Time to complete: 3 to 5 minutes

What Your Supervisory Organization Drives

In short, a Supervisory Org dictates access, authority, and accountability:

1. **Access:** You have visibility into everything for the employees in your org, including sensitive information like compensation and pay history
2. **Authority:** You're the approver on HR transactions like job changes, promotions, transfers, compensation updates, and terminations all route through you
3. **Accountability:** You own performance reviews and receive all Workday action items and notifications for your employees
4. **Where positions live:** A new job requisition is created in your Supervisory Organization, so new hires land on the right team automatically

The Three Rules

1. **One organization per person:** Every employee sits in exactly one Supervisory Organization.
2. **One manager per organization:** Every Supervisory Organization has exactly one manager.
3. **Organizations nest:** Teams sit inside bigger teams, and that stack is your company's org structure.

How It Shows Up in Workday

STEP 1:

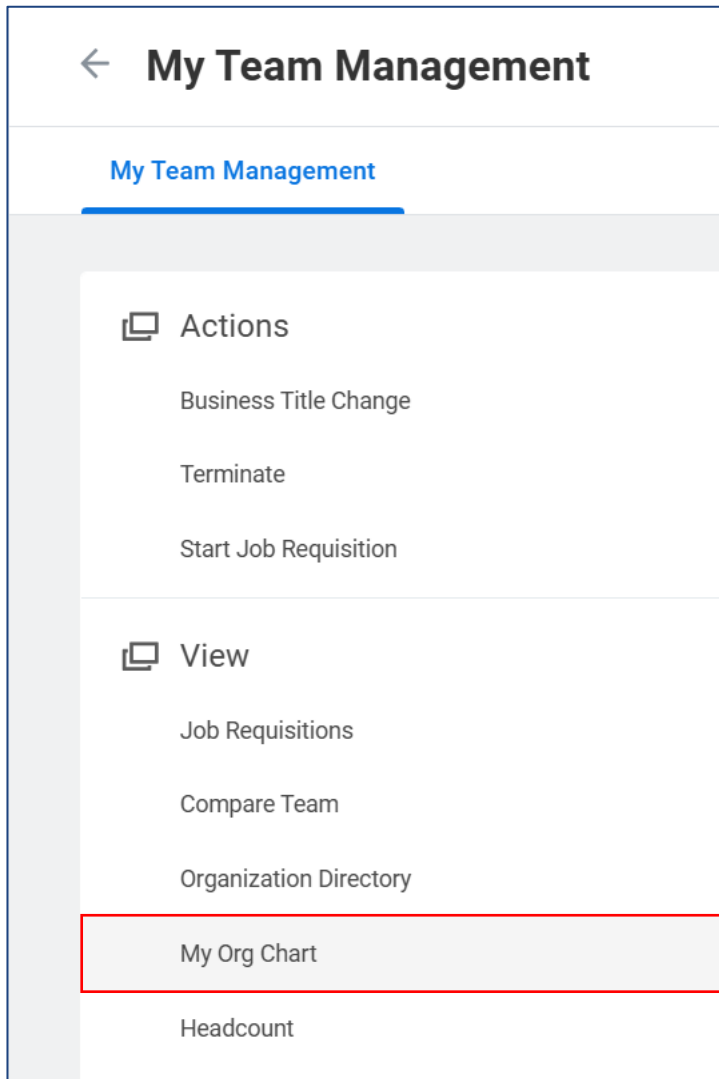
From the left panel, go to **Team**. Click on **My Team Management**.

The screenshot displays the Workday Ambient user interface. At the top, it indicates the user is logged in as 'Michael Scott'. The left-hand navigation panel is visible, with the 'Team' icon highlighted by a red box and a red circle with the number '1'. A dropdown menu is open from the 'Team' icon, showing three options: 'Team', 'My Team Management' (which is highlighted by a red box and a red circle with the number '2'), and 'Team Performance'. The main content area features a banner with the text 'People For Spaces that Matter' and 'Rooted in our local teams, united by one collective.' Below the banner, the greeting 'Good Morning, On Behalf of: Michael Scott' is displayed. A search bar is present, and below it are buttons for 'My Org Chart', 'Learning', 'Jobs Hub', 'Benefit Elections', and 'Manage Job Requisitions'. The 'Awaiting Your Action' section shows a 'Benefit Change - Home Address Change : Michael Scott on 07/22/2026'. The 'Announcements' section is also visible at the bottom right.

How It Shows Up in Workday

STEP 2:

In the My Team Management window select **My Org Chart** under the view section

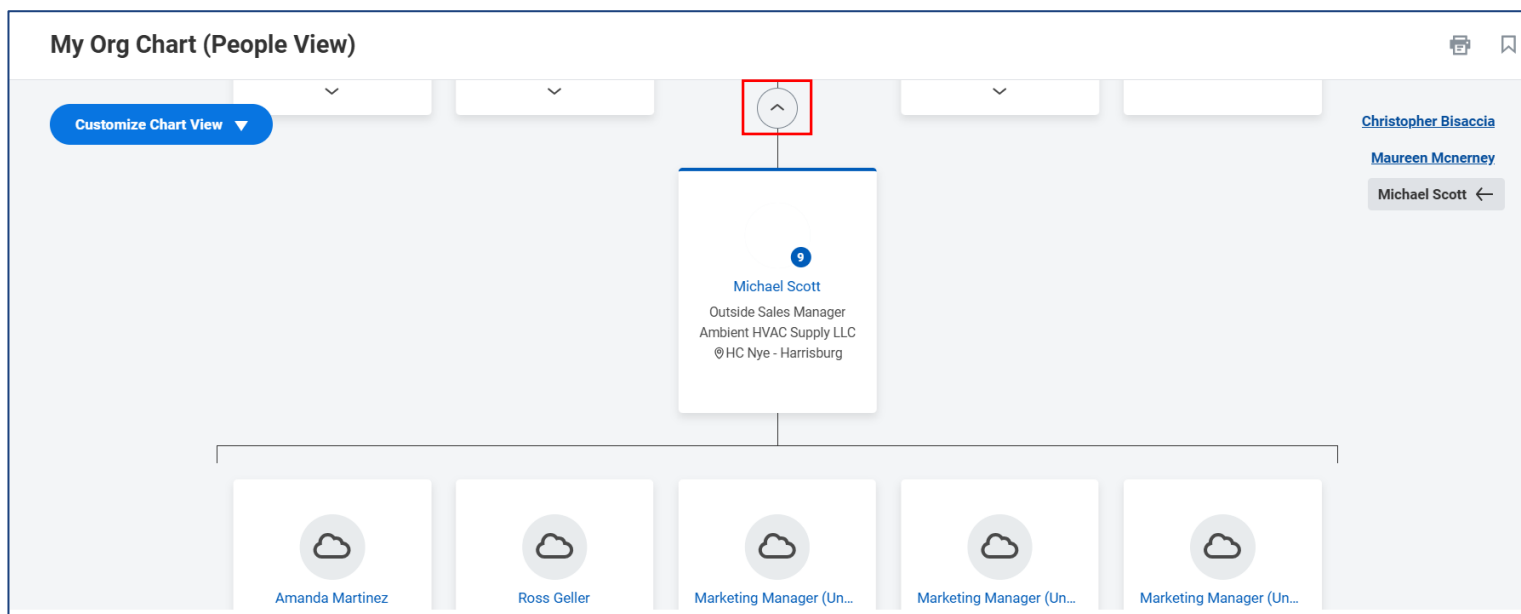


How It Shows Up in Workday

STEP 3:

The boxes and reporting lines you see are the Supervisory Organization structure; your team nested under your manager's.

Click the **Upward / Downward arrows** to navigate throughout the Org Chart



How It Shows Up in Workday

STEP 4:

The boxes and reporting lines you see are the Supervisory Organization structure; your team nested under your manager's.

You can act directly from the org chart. Select the **Related Actions (...)** menu on any person's card to start common tasks like viewing their profile or initiating a job change

On behalf of: Michael Scott

Ambient

Search

My Org Chart (People View)

Customize Chart View

Actions

Frequently Used

- View Goals
- View Worker History

Compensation >

Job Change >

Organization >

Personal Data >

Talent >

Time and Absence >

Worker History >

Favorite >

Security Profile >

Worker

Ross Geller

View Team

Contact

Work Address

321 Snyder Avenue Berkeley Heights, NJ 07922 United States of America

Job

Organization Michael Scott

Business Title Marketing Manager

Manager Michael Scott

Location GBS - Berkeley Heights

Time in Position 0 year(s), 0 month(s), 26 day(s)

Amanda Martinez

Ross Geller

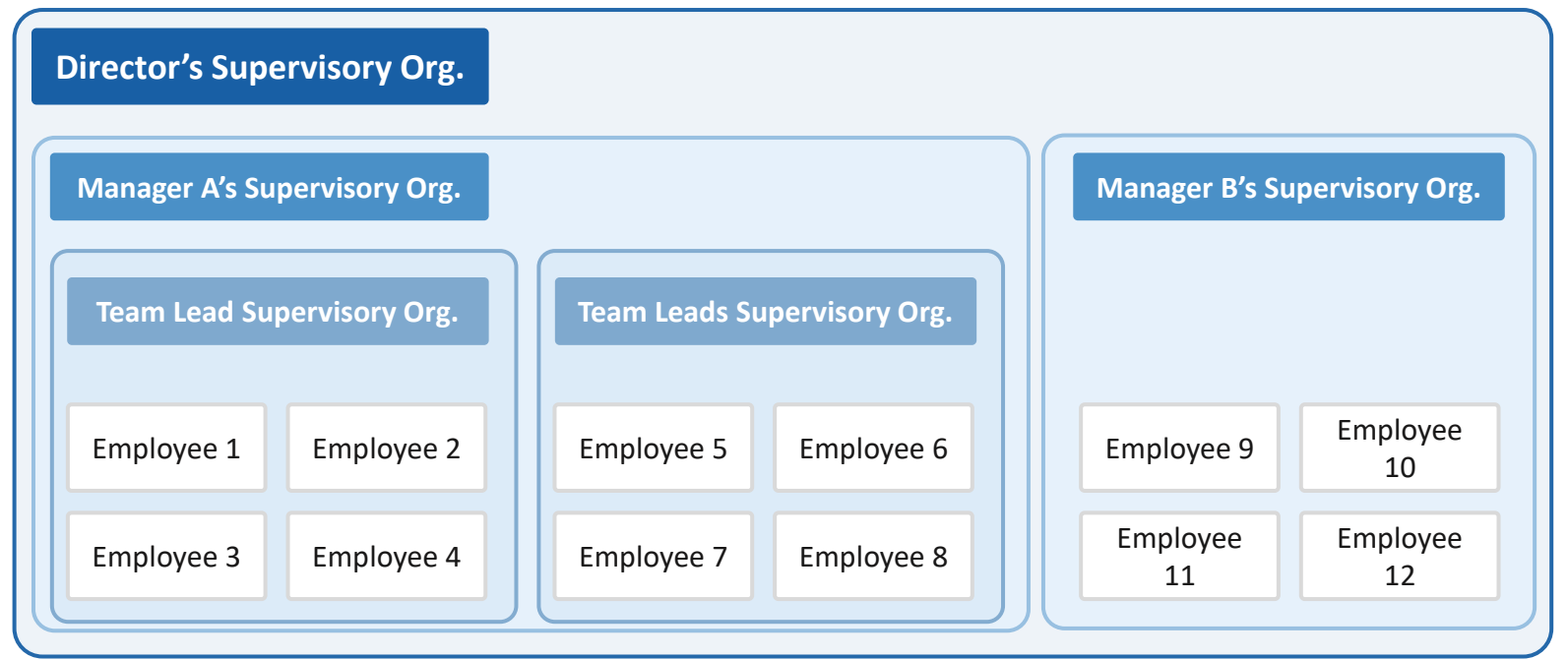
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References

Supervisory Organization Diagrammatic Structure



Key Things to Know

- When you get an approval, it's landing with you because the action is happening in your Supervisory Organization
- If someone joins, moves, or leaves your team, the Supervisory Organization keeps reporting lines, approvals, and org charts correct
- If a person shows up on the wrong team or you can't see someone you expect to it's usually a Supervisory Organization placement issue, not a system error. That's an **HR fix**, not something you correct yourself
- You don't create or change Supervisory Organizations; **HR manages the structure**

If you have questions or need support, here is how to get help

Support Channel	Details
Email Id	workdaysupport@ambient-enterprises.com

Tip: Bookmark the Digital Resource Repository for quick access to all Workday job aids, recorded demos, and FAQs.