Organisation Charts
Simple 3-Step Process

STEP 1

Import from your Payroll/HR records

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Position Number	Title	Surname	Given Name	Reports To	Division	Cost Centre	Active
26798	Chief Executive Officer	Shaw	Kathryn	0	10003	10003	1
18636	General Manager	Turner	Rob	26798	10011	10011	1

*   *BARS (Behavioural Anchored Rating Statements)*

Advantages include:
- Single source of Truth
- Simple 'Data Mapping' process
- Click-and-Drag reconfiguration of individual positions or Departments
- Automatically generates Organisation Chart
- Export to Excel
- Can be use to control user access to certain HR applications (e.g .performance reviews)
- Full Quality Control
- Full Quality Audit trail

STEP 2

Organisation Chart Automatically Generated and Updated
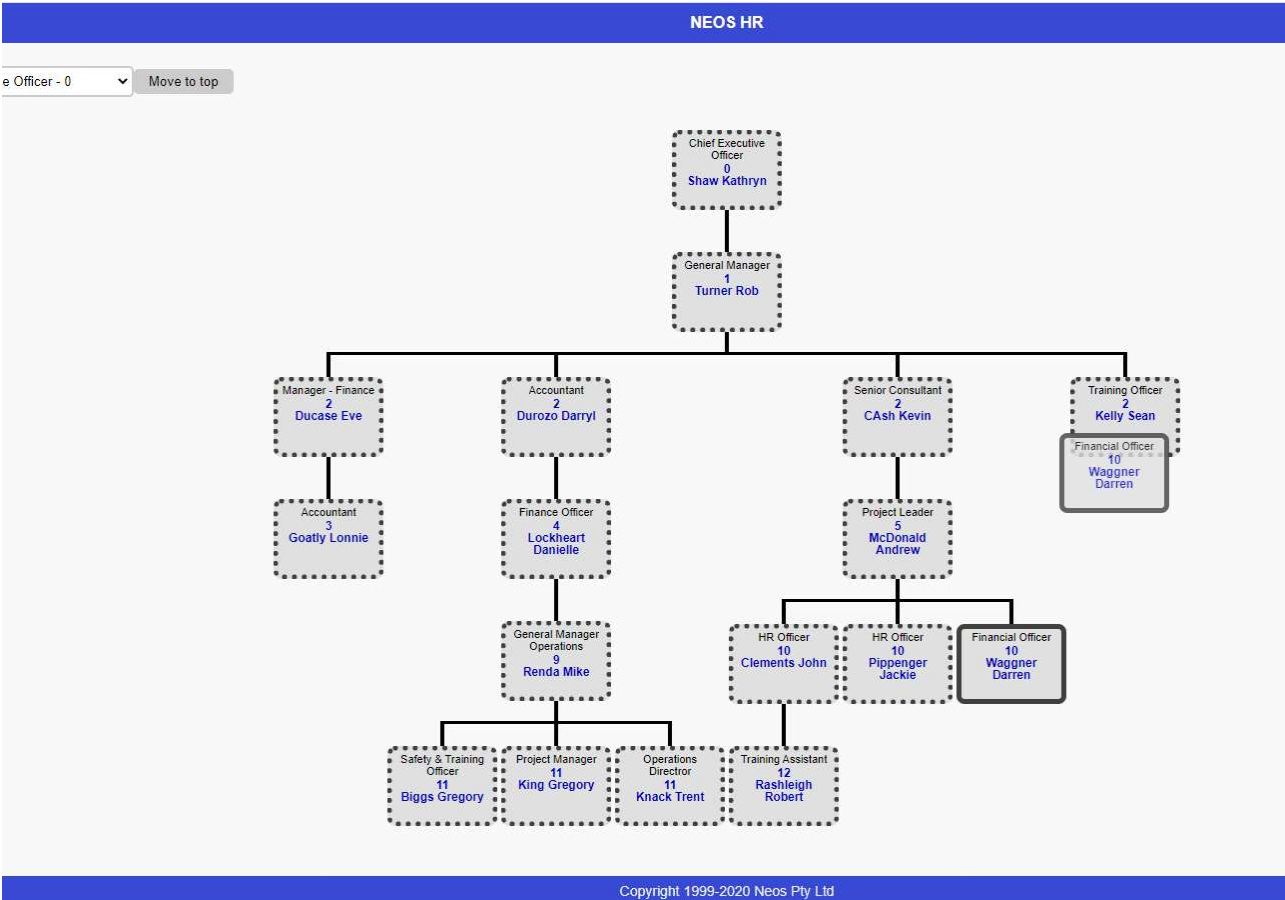## (Click-and-Drag to Change)

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STEP 3

Employee Records Available to Management

Employee No	Title	Surname	Given Name	Reports To	Supervisor Position No	Division	Cost Centre	Active
				All				
26798	Chief Executive Officer	Shaw	Kathryn		0	10003	10003	
18636	General Manager	Turner	Rob	Shaw Kathryn	1	10011	10011	
69083	Manager - Finance	Ducase	Eve	Turner Rob	2	10021	10021	
46879	Accountant	Durozo	Darryl	Turner Rob	2	10014	10014	
78536	Senior Consultant	CAsh	Kevin	Turner Rob	2	10015	10015	
10363	Training Officer	Kelly	Sean	Turner Rob	2	100104	100104	
97908	Accountant	Goatly	Lonnie	Ducase Eve	3	10012	10012	
97865	Finance Officer	Lockheart	Danielle	Durozo Darryl	4	10017	10017	
11148	Project Leader	McDonald	Andrew	CAsh Kevin	5	100103	100103	
10764	General Manager Operations	Renda	Mike	Lockheart Danielle	9	10005	10005	
11009	HR Officer	Clements	John	McDonald Andrew	10	100106	100106	
11154	HR Officer	Pippenger	Jackie	McDonald Andrew	10	100107	100107	
75346	Financial Officer	Waggner	Darren	McDonald Andrew	10	10016	10016	
10104	Safety & Training Officer	Biggs	Gregory	Renda Mike	11	100100	100100	
10109	Project Manager	King	Gregory	Renda Mike	11	100101	100101	
10054	Operations Directror	Knack	Trent	Renda Mike	11	100102	100102	
10114	Training Assistant	Rashleigh	Robert	Clements John	12	100105	100105	

View 1 - 17 of 17

Dashboard includes:
- Lists all employees
- Reporting relationships identified
- Ability to edit individual employee data
- Access limited by user security setting
- Data exports to Excel

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