

DEPARTMENTAL ORGANIZATIONAL CHARTS

The Office of Human Resources

DEPARTMENTAL ORGANIZATIONAL CHARTS

Overview and Instructions

OVERVIEW

There should be an organizational chart created for each department, and one for each supervisor who oversees at least 3 or more employees. All departments must add and maintain their area organizational charts and load the information to a shared intranet location for all employees to view. Supervisors are responsible for maintaining the accuracy of the information presented in the organizational charts that are posted to the intranet. Charts should be reviewed periodically to ensure information represented is accurate. The supervisor may designate an employee to create the charts; however, all information should be approved by the supervisor prior to being loaded to the intranet.

INSTRUCTIONS FOR USING THE ORGANIZATIONAL CHART WEB UTILITY

MS Visio is the preferred software to be used for creating organizational charts.

Guidelines to Create the Organizational Chart *

- Full department name and campus location should be at the top of the page.
- Full-time faculty, full-time staff, and regular part-time staff should be included.
- An Arial font size of 10pt should be used.
- Each block should include the employee's name (or shown as VACANT if unoccupied), budget position number, and current official job title. An employee listing containing employee position information can be found on the Organizational Chart web page at <http://www.palmbeachstate.edu/hr/organizationalcharts.aspx>. Vacant position BP#'s can be obtained from the Office of Human Resources by emailing collegelearning@palmbeachstate.edu.

Convert the Organizational Chart

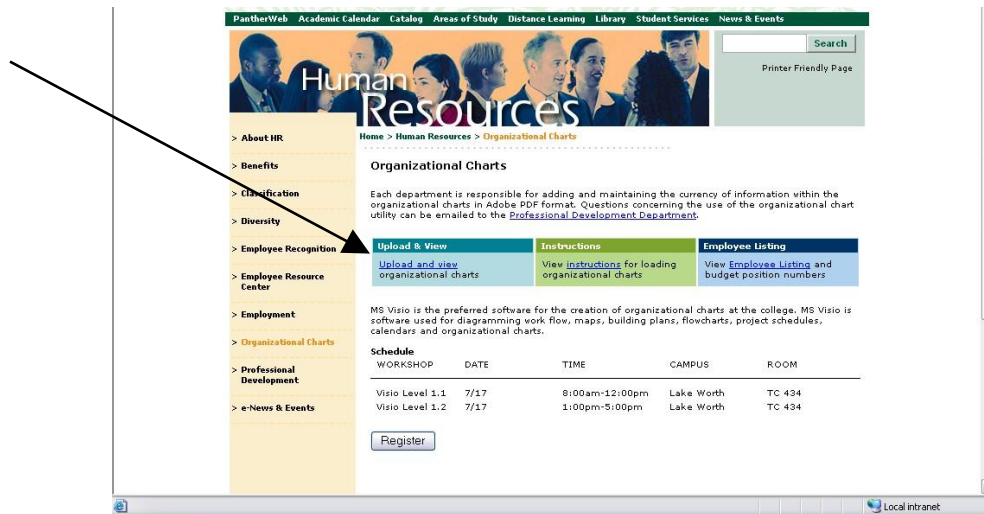
Once charts are created they need to be converted to Adobe PDF format in order to be uploaded to the web. Departments may purchase a license for use on a single machine by sending a request to iTAC at helpdesk@palmbeachstate.edu. Also, the Professional Teaching and Learning Center (PTLC) and the Media Technology & Instructional Services (MTIS) centers at each campus can assist with converting documents to PDF.

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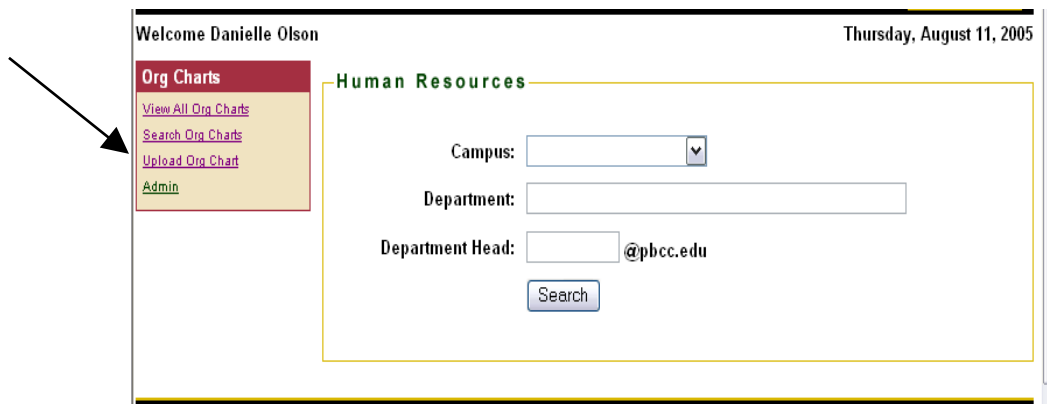
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Load the Organizational Chart:

Go to <http://www.palmbeachstate.edu/hr/organizationalcharts.aspx> and click on the link on the right side of the page entitled "Upload and view organizational charts."



Select "Upload Org Chart."



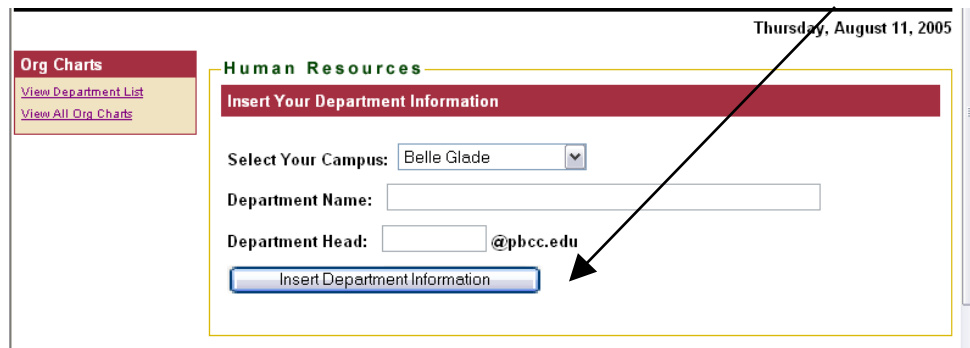
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Select "Add New Department."



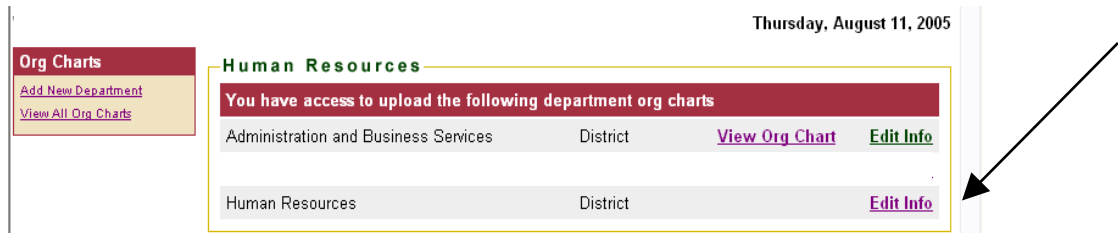
Enter the appropriate campus, department name, and email address of the department head. Select the "Insert Department Information" button.



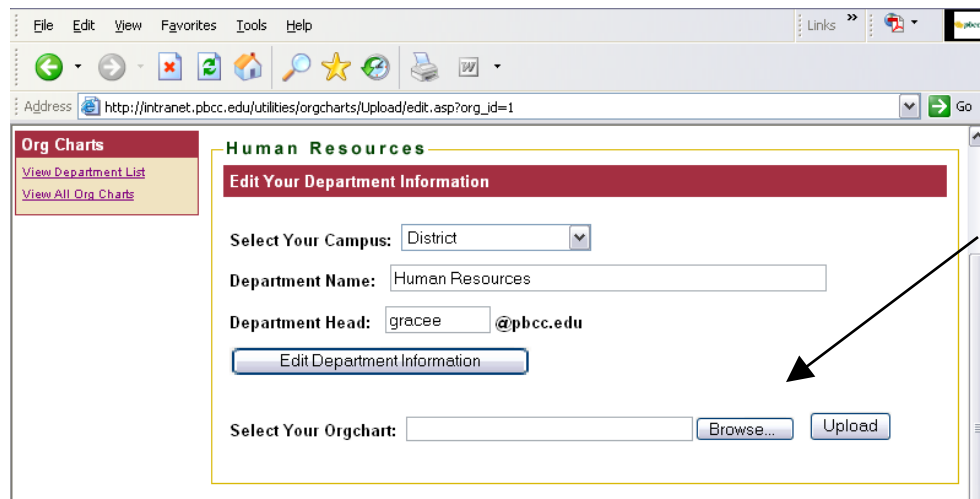
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Next to the Department Name select “Edit Info” to begin uploading the PDF file. The appropriate campus and department name entered in the system will appear.



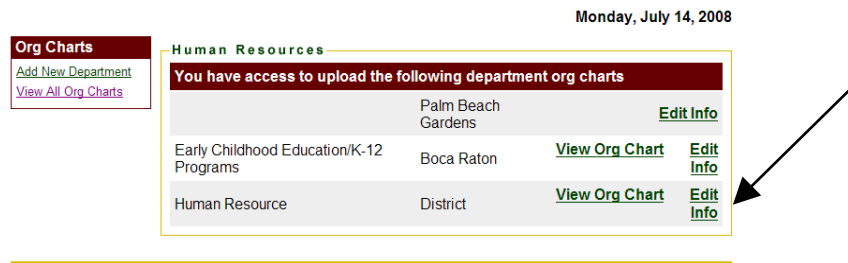
Select the “Browse” button to locate and select the PDF organizational chart on your computer. Once located, select the “Upload” button.



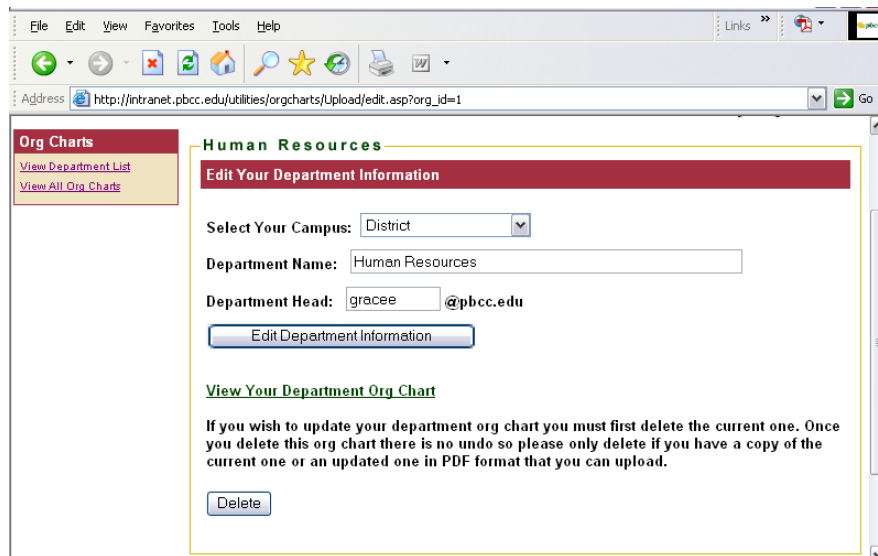
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Once the document is loaded, select “Edit Info”.



From this screen you may delete the current organizational chart posted and replace it with a revised or updated document.



View the [Guidelines](#) for formatting and creating organizational charts.