



Organization Tab for Employees

What is the Organization tab?

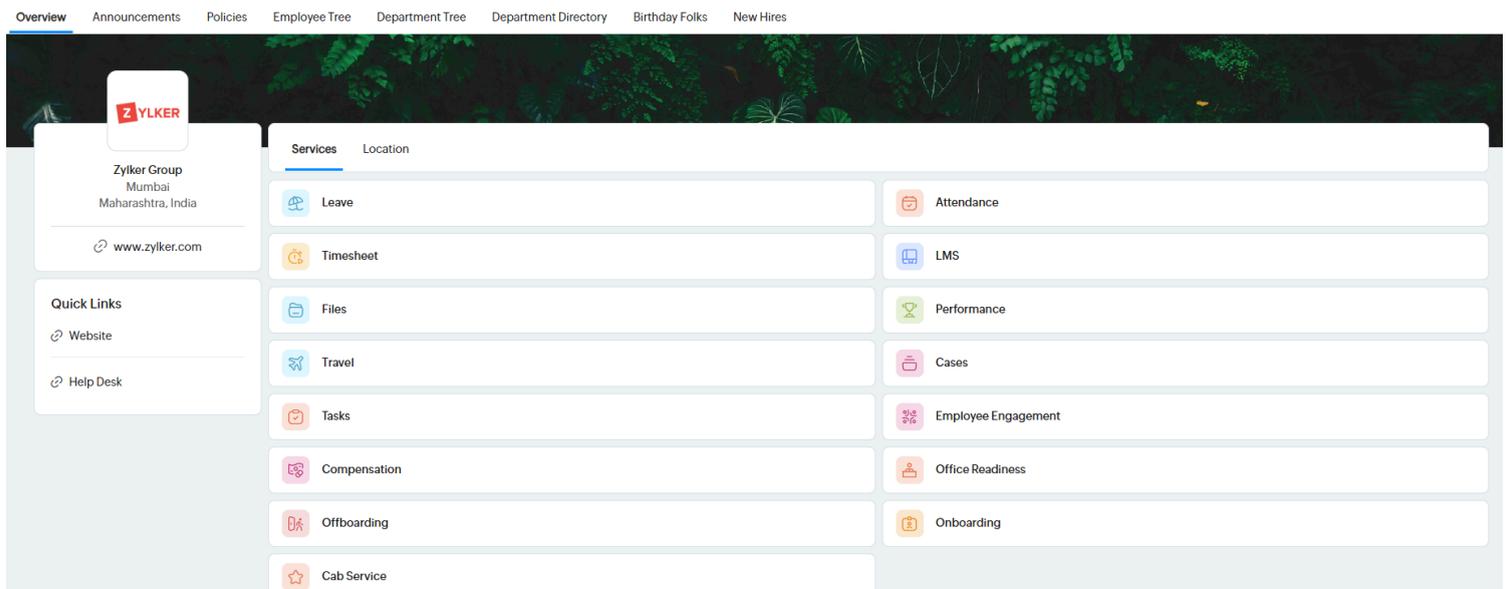
The organization tab is a centralized place for you to easily access the various Zoho People services made available to you in your organization, view company-wide announcements to stay informed and updated. See how and where you fit into the organization by using the hierarchical structure and departmental layout through interactive employee and department trees. More importantly, you can view important organizational policy documents, see who recently joined, and more. To access the Organization tab, navigate to **Home > Organization** tab.

Features of Organization tab:

Access my Zoho People services

Navigate to **Home > Organization > Overview > Services** tab.

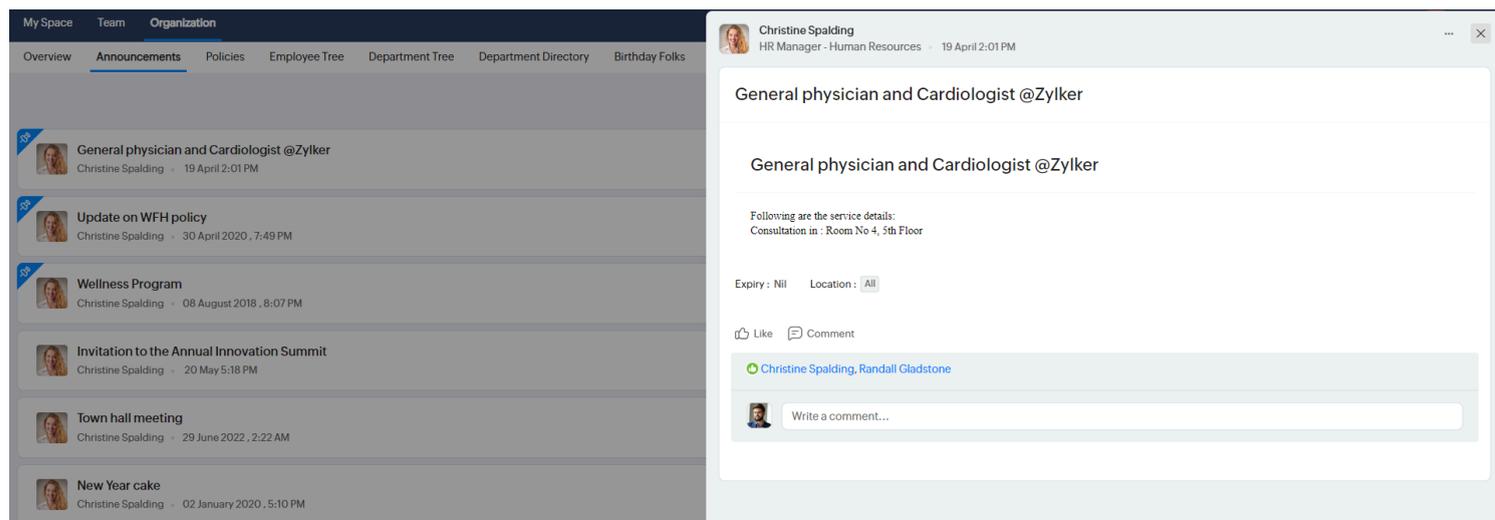
The **Overview** tab lists all the Zoho People Services and organization locations. This ensures quick access to all the services you have access to from one single page. Additionally, you can access any "Quick Links" that your organization has added here.



View organization announcements

Navigate to **Home > Organization > Announcements** tab.

View organization-wide announcements in the **Announcements** tab. Your organization's administrators will post these announcements. Click on an announcement to add a comment or give a "Like".

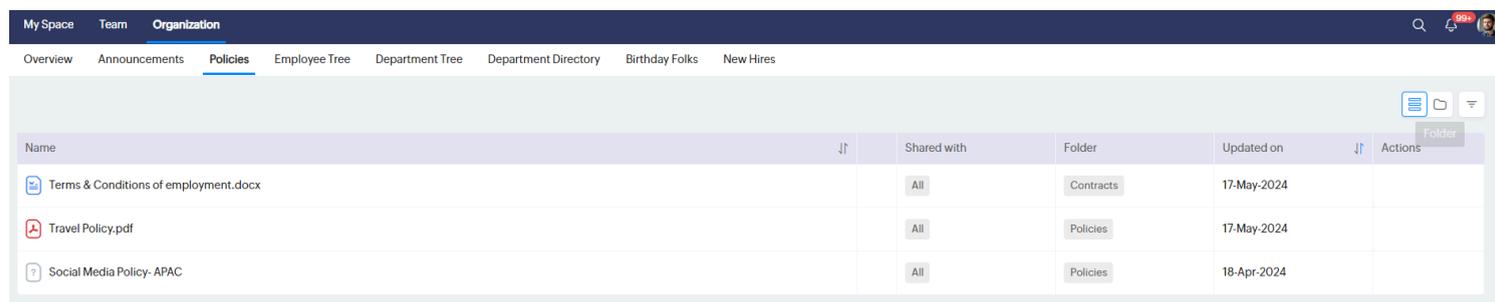


The screenshot displays the Zoho Organization interface. The top navigation bar includes 'My Space', 'Team', and 'Organization'. Under 'Organization', there are tabs for 'Overview', 'Announcements', 'Policies', 'Employee Tree', 'Department Tree', 'Department Directory', and 'Birthday Folks'. The 'Announcements' tab is active, showing a list of announcements. The main content area shows a detailed view of an announcement titled 'General physician and Cardiologist @Zylker' by Christine Spalding, dated 19 April 2:01 PM. The announcement text includes 'General physician and Cardiologist @Zylker' and 'Following are the service details: Consultation in: Room No 4, 5th Floor'. Below the text, there are fields for 'Expiry: Nil' and 'Location: All'. There are 'Like' and 'Comment' buttons. A comment section shows a user profile for Christine Spalding and a text input field for 'Write a comment...'. The right sidebar shows the user profile for Christine Spalding, HR Manager - Human Resources, with a timestamp of 19 April 2:01 PM.

View policy documents

Navigate to **Home > Organization > Policies** tab.

The Policy tab can be accessed to view essential documents vital to all the employees. Such as anti-sexual harassment policies, updated leave protocols, or government mandates.



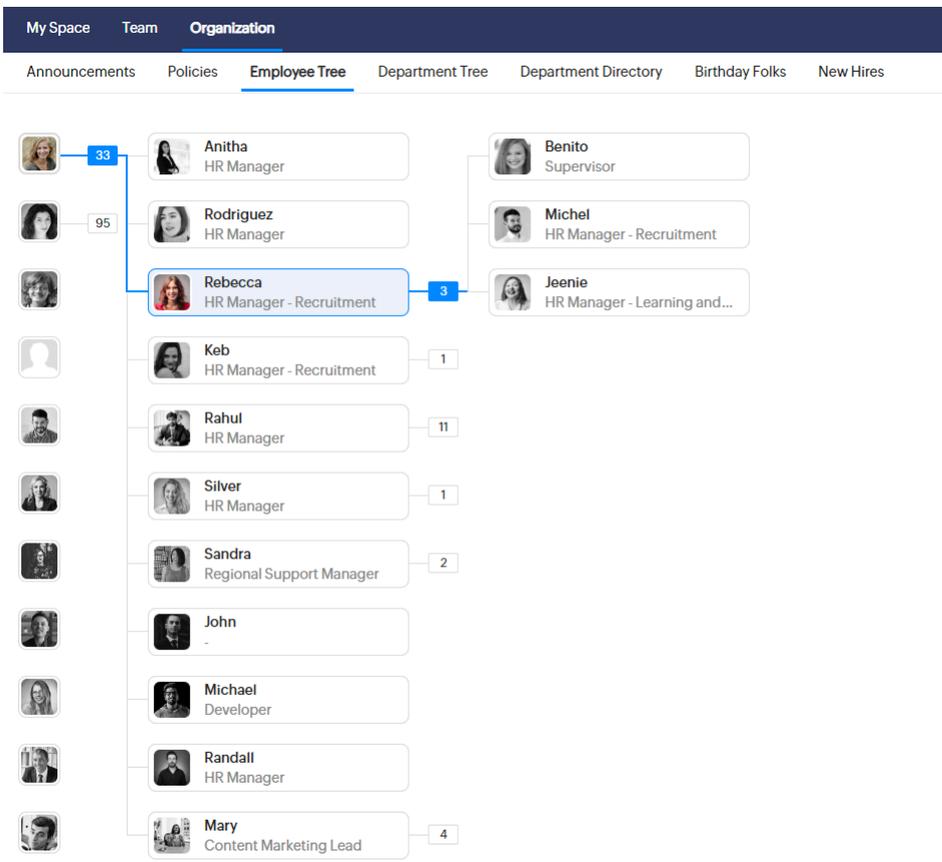
The screenshot displays the Zoho Organization interface. The top navigation bar includes 'My Space', 'Team', and 'Organization'. Under 'Organization', there are tabs for 'Overview', 'Announcements', 'Policies', 'Employee Tree', 'Department Tree', 'Department Directory', 'Birthday Folks', and 'New Hires'. The 'Policies' tab is active, showing a table of policy documents. The table has columns for 'Name', 'Shared with', 'Folder', 'Updated on', and 'Actions'. The table contains three rows of data:

Name	Shared with	Folder	Updated on	Actions
Terms & Conditions of employment.docx	All	Contracts	17-May-2024	
Travel Policy.pdf	All	Policies	17-May-2024	
Social Media Policy- APAC	All	Policies	18-Apr-2024	

View employee tree

Navigate to **Home > Organization > Employee tree** tab.

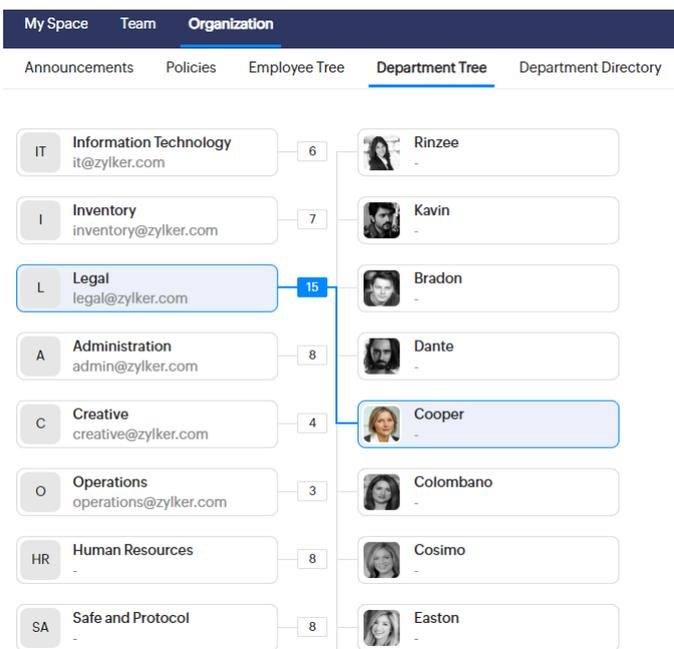
Employee Tree visually represents the hierarchical structure of an organization, illustrating reporting relationships and team compositions. This helps employees stay well-informed and connected to the broader organization.



View department tree

Navigate to **Home > Organization > Department Tree** tab

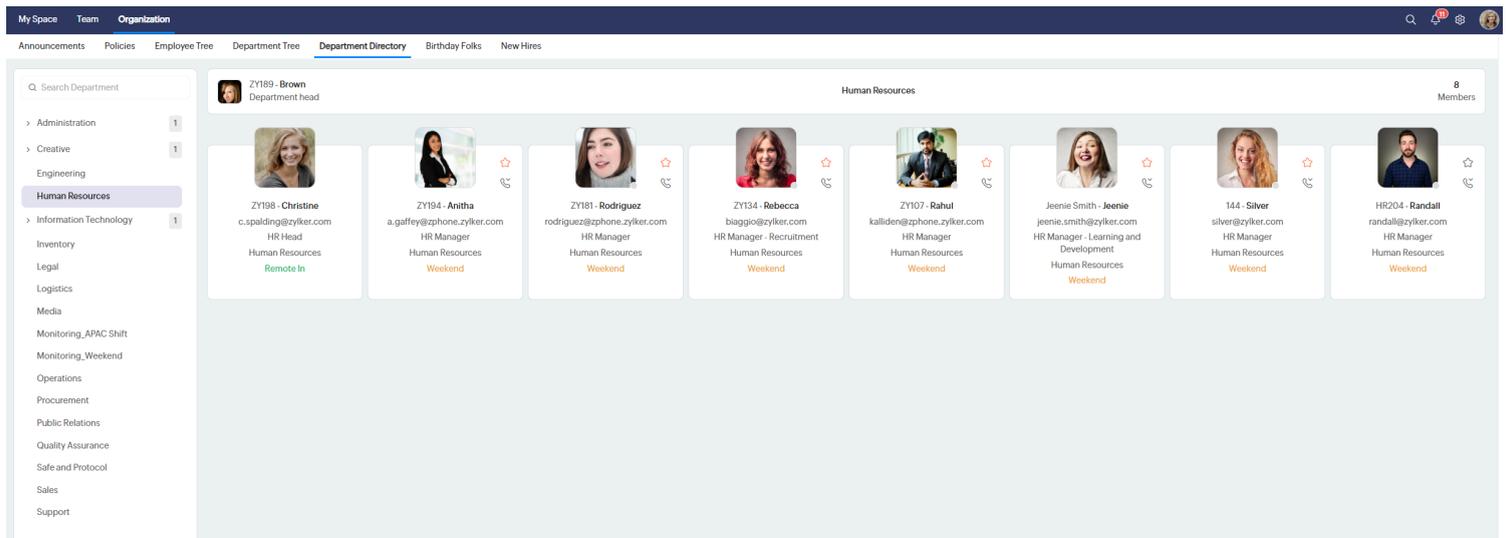
The **Department Tree** visually represents the hierarchical structure of departments within an organization, showing the organizational layout that includes its parent department, departments, and its sub-departments.



View department directory

Navigate to **Home > Organization > Department Directory** tab.

Department Directory gives you quick access to a searchable department list. Upon selecting a department, you can see the various employees who are part of it. You have the option to quickly call an employee or mark them as your favorite if required.



View birthday folks & new hires

Navigate to **Home > Organization > Birthday Folks / New Hires** tab.

As the name suggests, these two spaces list the employees celebrating their birthdays and those who recently joined. With options to send a wish, call, mark as favorite, or send a welcome note. Don't forget to always make your employees feel special!

Today



19 Apr

EU103 - Michael
michael.garcia@zylker.com
Developer Support
[Send a Wish](#)



19 Apr

EU104 - Sandra
sandra.marks@zylker.com
Regional Support Manager
Safe and Protocol
[Send a Wish](#)



ZY107 - Rahul
kalliden@zphone.zylker.com
HR Manager
Human Resources
[Send a Welcome Note](#)



1234 - Rebecca Anderson
rebecca@zylker.com
[Send a Welcome Note](#)

Calendar

Navigate to **Home > Organization > Calendar** tab.

Based on the permissions set by administrators, you can view the leave and absence details of your department members or employees in you organization on the Calendar tab, helping you understand their availability for better planning and coordination.

Apr 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
7	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY194 - Anitha Jo...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY181 - Rodrigue...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY134 - Rebecca ...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY107 - Rahul J</div> <div style="border: 1px solid #ccc; padding: 5px;">Jeenie Smith - Je...</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY194 - Anitha Jo...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY181 - Rodrigue...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY134 - Rebecca ...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY107 - Rahul J</div> <div style="border: 1px solid #ccc; padding: 5px;">Jeenie Smith - Je...</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY194 - Anitha Jo...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY181 - Rodrigue...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY134 - Rebecca ...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY107 - Rahul J</div> <div style="border: 1px solid #ccc; padding: 5px;">Jeenie Smith - Je...</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY194 - Anitha Jo...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY181 - Rodrigue...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY134 - Rebecca ...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY107 - Rahul J</div> <div style="border: 1px solid #ccc; padding: 5px;">Jeenie Smith - Je...</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY194 - Anitha Jo...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY181 - Rodrigue...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY134 - Rebecca ...</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ZY107 - Rahul J</div> <div style="border: 1px solid #ccc; padding: 5px;">Jeenie Smith - Je...</div>		
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18-Apr-2024 Go to Today

Absent

-  ZY198 - Christine Spalding
HR Manager
c.spalding@zylker.com Human Resources
-  ZY194 - Anitha Joshi
HR Manager
a.gaffey@zphone.zylker.com Human Resources
-  ZY107 - Rahul J
HR Manager
kalliden@zphone.zylker.com Human Resources
-  Jeenie Smith - Jeenie Smith
HR Manager
jeenie.smith@zylker.com Human Resources

Sick Leave

-  ZY181 - Rodriguez Sue
HR Manager
rodriguez@zphone.zylker.com Human Resources

Annual leave

-  ZY134 - Rebecca Biaggio
HR Manager
biaggio@zylker.com Human Resources