



Zoho Corporation

Organization Tab for Employees

What is the Organization tab?

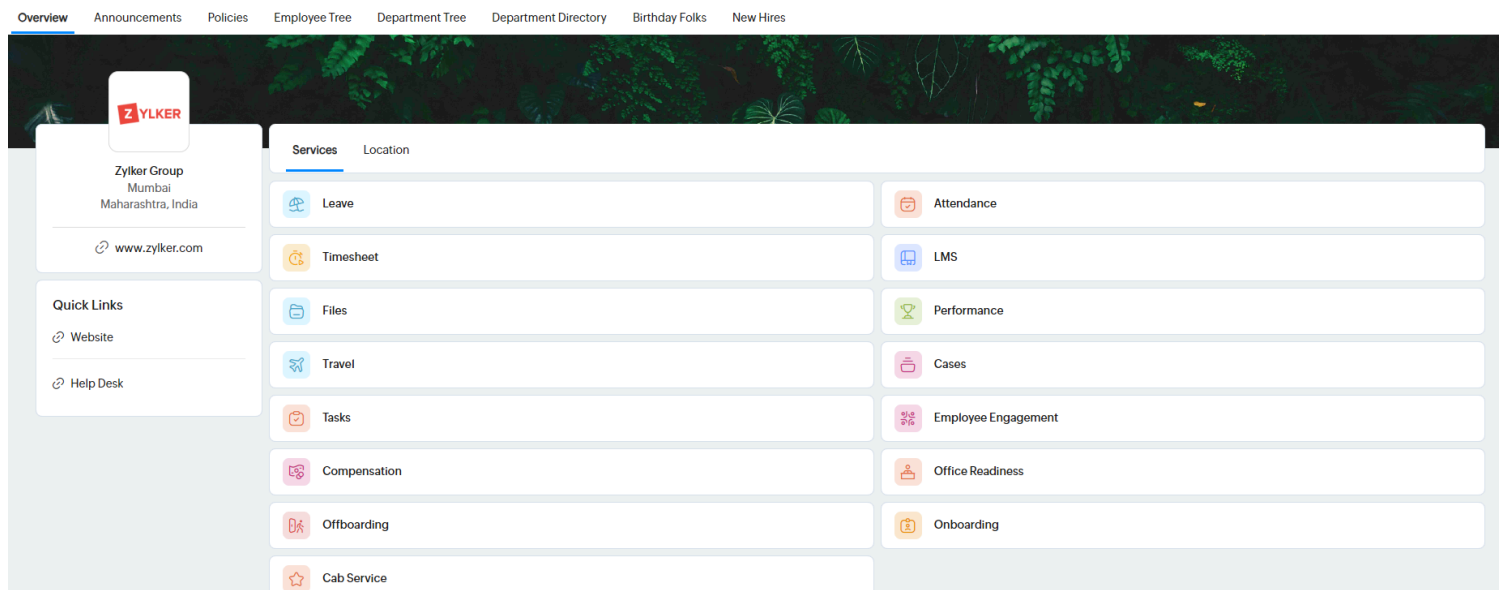
The organization tab is a centralized place for you to easily access the various Zoho People services made available to you in your organization, view company-wide announcements to stay informed and updated. See how and where you fit into the organization by using the hierarchical structure and departmental 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".

My SpaceTeamOrganization

OverviewAnnouncementsPoliciesEmployee TreeDepartment TreeDepartment DirectoryBirthday Folks

General physician and Cardiologist @Zylker

Christine Spalding · 19 April 2:01 PM

Update on WFH policy

Christine Spalding · 30 April 2020 , 7:49 PM

Wellness Program

Christine Spalding · 08 August 2018 , 8:07 PM

Invitation to the Annual Innovation Summit

Christine Spalding · 20 May 5:18 PM

Town hall meeting

Christine Spalding · 29 June 2022 , 2:22 AM

New Year cake

Christine Spalding · 02 January 2020 , 5:10 PM

Christine Spalding

HR Manager - Human Resources · 19 April 2:01 PM

General physician and Cardiologist @Zylker

General physician and Cardiologist @Zylker

Following are the service details:
Consultation in : Room No 4, 5th Floor

Expiry : Nil Location : All

Like Comment

Christine Spalding, Randall Gladstone

Write a comment...

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.

My SpaceTeamOrganization

OverviewAnnouncementsPoliciesEmployee TreeDepartment TreeDepartment DirectoryBirthday FolksNew Hires

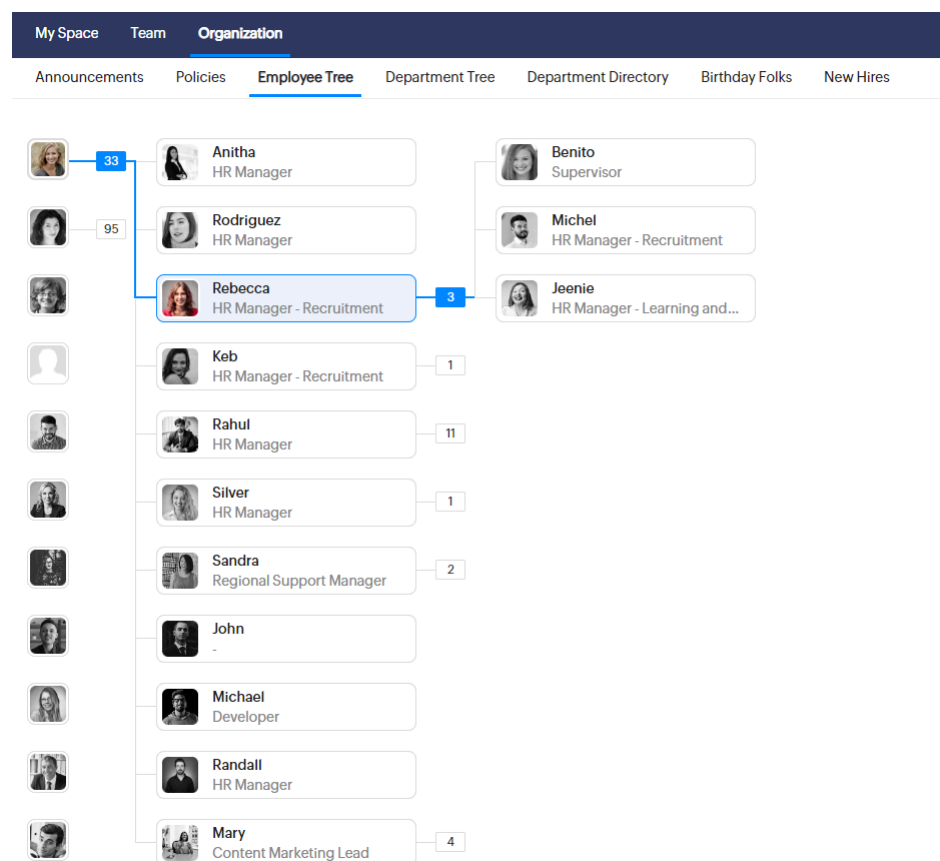
Name	Shared with	Folder	Updated on	Actions
Terms & Conditions of employment.docx	All	Contracts	17-May-2024	
Travel Policy.pdf	All	Policies	17-May-2024	
Social Media Policy- APAC	All	Policies	18-Apr-2024	

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.

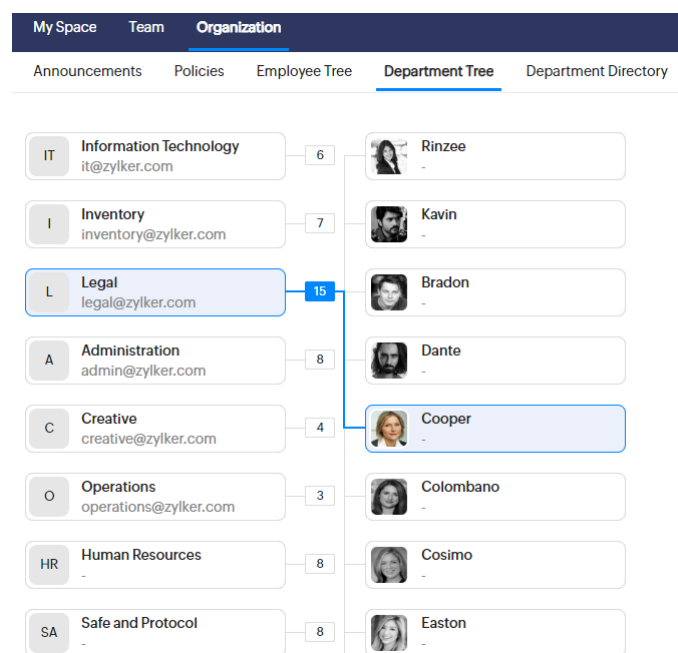
https://help.zoho.com/portal/en/kb/people/employee-handbook-5-0/home/articles/organization-tab-for-employees



View department tree

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

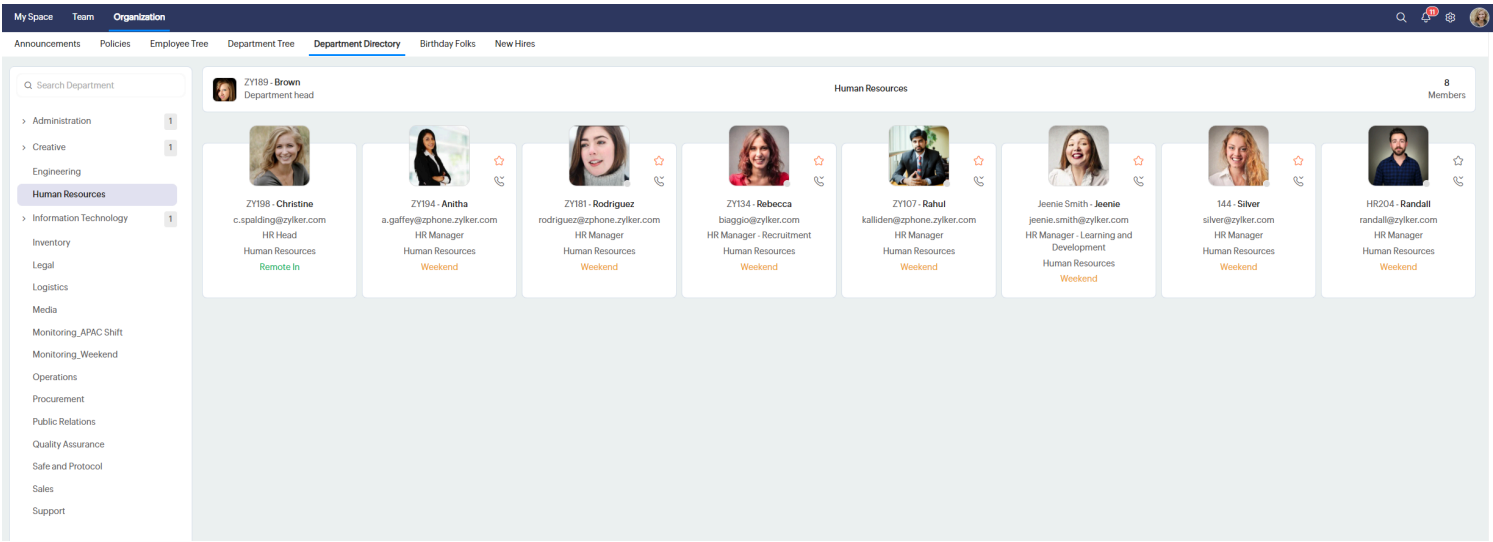
The **Department Tree** visually represents the hierarchical structure of departments within an organization, showing the organizational layout that includes its parent department, departments, and its sub-departments.



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](#)

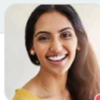
19 Apr



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.

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Apr 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11		
	<div>ZY194 - Anitha Jo...</div> <div>ZY181 - Rodrigue...</div> <div>ZY134 - Rebecca ...</div> <div>ZY107 - Rahul J</div> <div>Jeenie Smith - Je...</div>	<div>ZY194 - Anitha Jo...</div> <div>ZY181 - Rodrigue...</div> <div>ZY134 - Rebecca ...</div> <div>ZY107 - Rahul J</div> <div>Jeenie Smith - Je...</div>	<div>ZY194 - Anitha Jo...</div> <div>ZY181 - Rodrigue...</div> <div>ZY134 - Rebecca ...</div> <div>ZY107 - Rahul J</div> <div>Jeenie Smith - Je...</div>	<div>ZY194 - Anitha Jo...</div> <div>ZY181 - Rodrigue...</div> <div>ZY134 - Rebecca ...</div> <div>ZY107 - Rahul J</div> <div>Jeenie Smith - Je...</div>		
14	15	16	17	18		
	<div>ZY194 - Anitha Jo...</div> <div>ZY181 - Rodrigue...</div> <div>ZY134 - Rebecca ...</div> <div>ZY107 - Rahul J</div> <div>Jeenie Smith - Je...</div>	<div>ZY194 - Anitha Jo...</div> <div>ZY181 - Rodrigue...</div> <div>ZY134 - Rebecca ...</div> <div>ZY107 - Rahul J</div> <div>Jeenie Smith - Je...</div>	<div>ZY194 - Anitha Jo...</div> <div>ZY181 - Rodrigue...</div> <div>ZY134 - Rebecca ...</div> <div>ZY107 - Rahul J</div> <div>Jeenie Smith - Je...</div>	<div>ZY198 - Christine...</div> <div>ZY194 - Anitha Jo...</div> <div>ZY181 - Rodrigue...</div> <div>ZY134 - Rebecca ...</div> <div>ZY107 - Rahul J</div>		

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

<https://help.zoho.com/portal/en/kb/people/employee-handbook-5-0/home/articles/organization-tab-for-employees>