



Human Resources Job Aid

SERVICE DATES

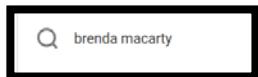
**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Service Dates

EDITING SERVICE DATES

HR OPs can edit the service dates for rehired associates through Workday after receiving the [Adjustment Service Date Calculator Worksheet \(Click Here\)](#).

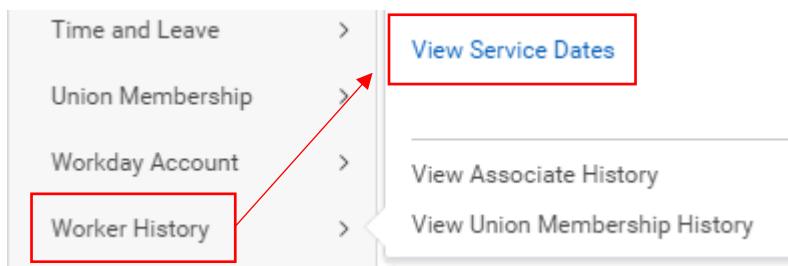
1. Type the associate's name into the search bar.



2. Click on the associate's name to open his or her profile.
3. Click the **Actions** button.



4. Click **Worker History > View Service Dates**.



5. Open the [Adjustment Service Date Calculator Worksheet \(Click Here\)](#).

| | |
|-------------------------|--|
| Organization | Sysco (Tom Bené) >> Corp - HRBP |
| Position | 45003271 Coord, HR |
| Hire Date | 05/09/2016 |
| Original Hire Date | 05 / 09 / 2016  |
| Continuous Service Date | 05 / 09 / 2016  |
| Length of Service | 2 year(s), 3 month(s), 25 day(s) |
| Benefits Service Date | MM / DD / YYYY  |
| Company Service Date | MM / DD / YYYY  |

Continuous Service Date is what associate sees as Length of Service; it drives the Anniversary Report.

Benefits Service Date drives the benefits vesting plan.

6. Complete the form and send it to your HR Data/HR Ops team.
7. HR OPs will approve your changes and submit the changes.

NOTES:

The Adjustment Service Date Calculator has been updated. [Click here](#) to find this file (HRBP Sharepoint Site).