



Human Resources Job Aid  
**SERVICE DATES**

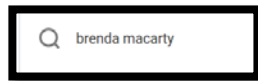
NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID  
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.

# 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 \(Click Here\)](#).

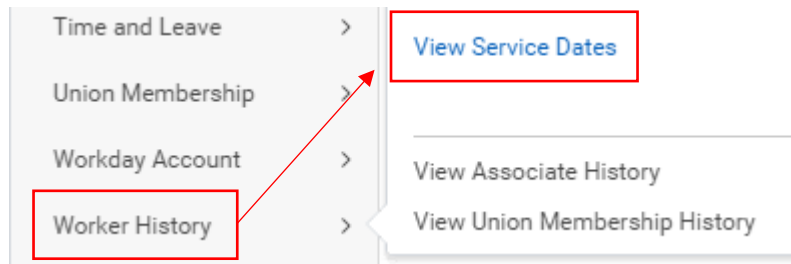
1. Type the **associate's name** into the search bar.



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).