Job Aid: Locate your Seniority Date
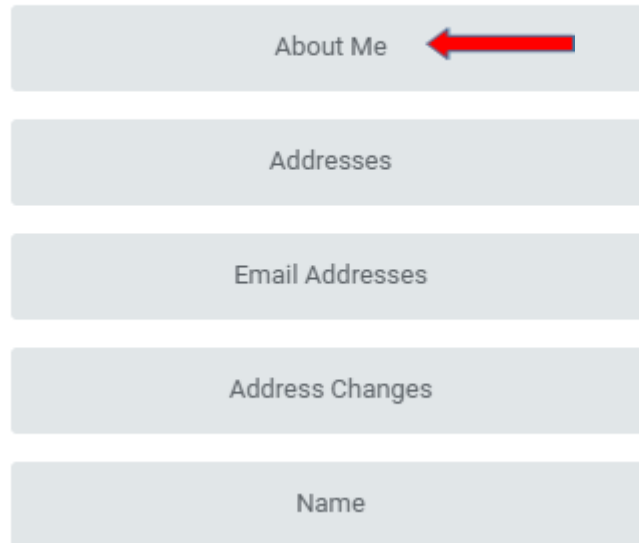
Menu Path to Locate:

Applications ➔ Personal Information ➔ About Me ➔ Actions ➔ Worker History ➔ View My Service Dates ➔ Seniority Date

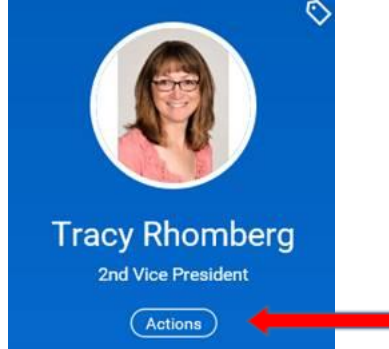**Step 1:** From the Workday Home Page, Select "Personal Information" under Applications

Applications
4 items

Personal Information ⟵   Workday Headquarters   Favorites   Directory
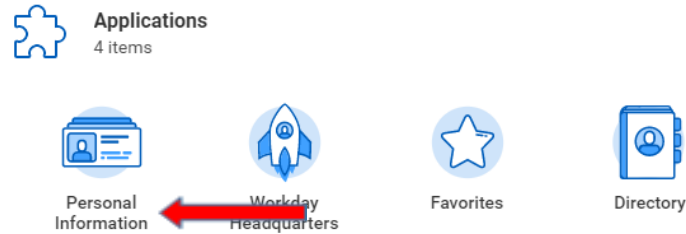
Step 2: Under Personal Information, Select "About Me"

View

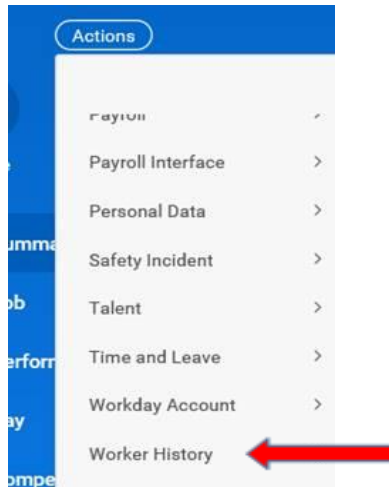About Me ⟵

Addresses

Email Addresses

Address Changes

Name

Step 3: Under About Me, Select "Actions"

Step 4: Under Actions, Select "Worker History"

Step 5: Under Worker History, Select "View My Service Dates". Here you will locate "Seniority Date".

Hire Date

Original Hire Date

Continuous Service Date

Length of Service

Benefits Service Date

Company Service Date

Seniority Date ←