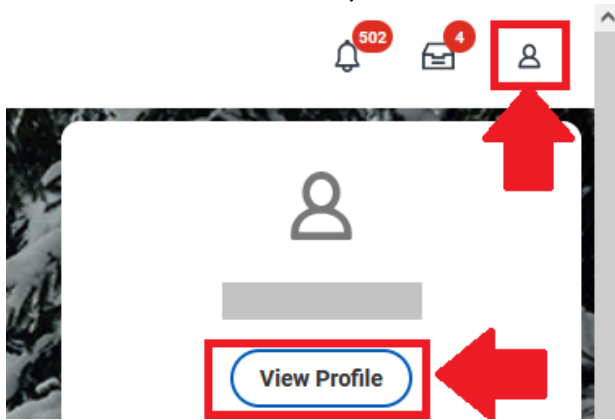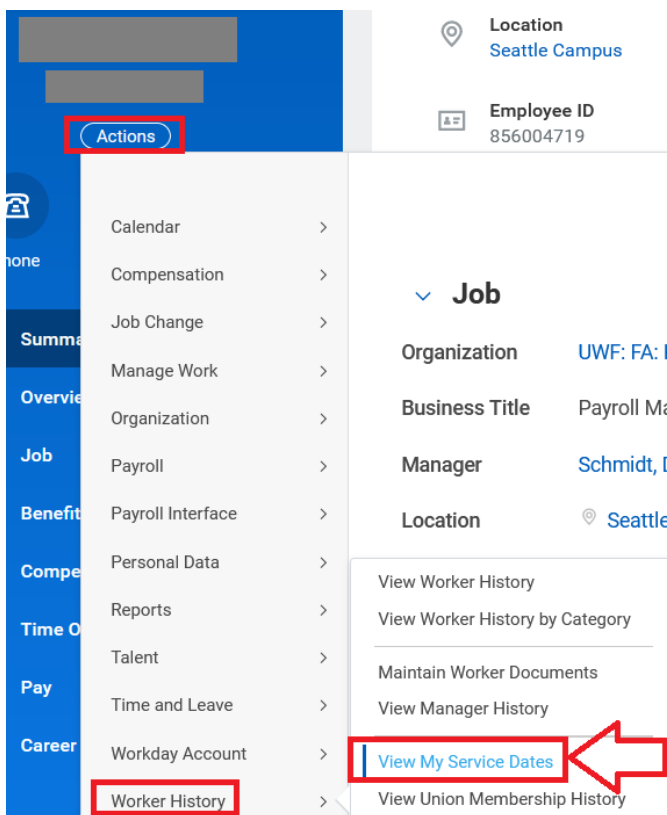**How to find your Anniversary Date (called Time Off Service Date in Workday)**

1. From the Workday Home screen click the **Person** icon in the top right corner
2. Click **View Profile** under your name

3. Click on **Actions**
4. Mouse over <u>Worker History</u> and click on **View My Service Dates**

5. The **Time Off Service Date** is your anniversary date and all other dates on this page can be disregarded