

## Benefit Service Date, locate

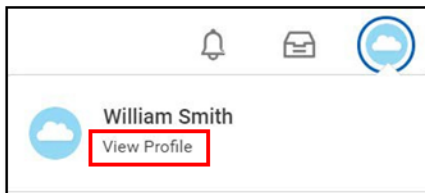
When you are initially hired into state government a benefit service date (BSD), also known as salary eligibility date (SED), is generally set out for 1 year after your hire date so the system knows when you may be eligible for a step increase. Keep in mind that certain factors can change your BSD such as a job change, collective bargaining, applicable policy, reaching max step, etc.

Prior to Workday, only limited roles could view an employee's BSD. With Workday you are able to easily access your BSD by following the steps below.

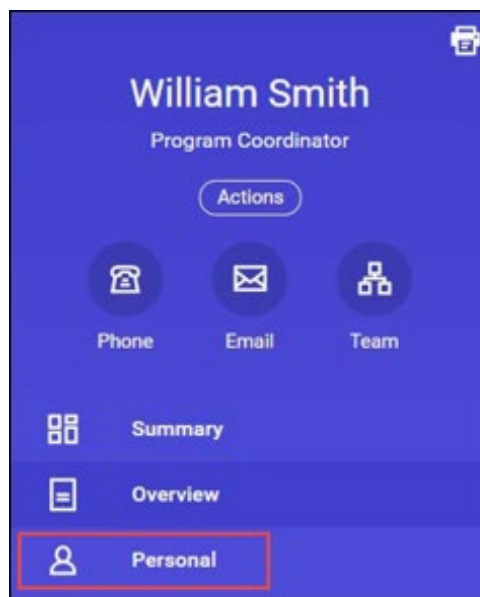
Step 1: On the *Home* page click on your **Profile** icon.



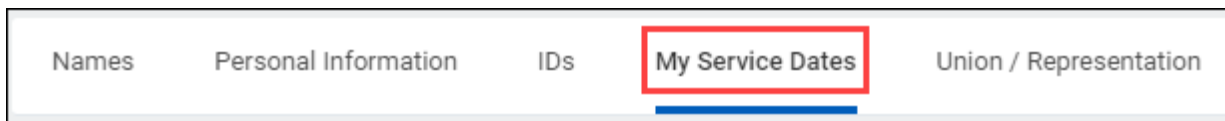
Step 2: From the *Profile* menu, click **View Profile**.



Step 3: Click on the **Personal** tab.



Step 4: Click on **My Service Dates**.



Step 5: View your **Benefit Service Date**. Note: Your Benefit Service Date (also known as Salary Eligibility Date) will not update if you are at the top step of your classification.

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Original Hire Date	April 15, 2002
Continuous Service Date (also known as Recognized Service Date)	April 15, 2002
Length of Service (from Continuous Service Date)	18 year(s), 3 month(s), 26 day(s)
Company Service Date (also known as Agency Service Date)	November 01, 2019
<b>Benefit Service Date (also known as Salary Eligibility Date)</b>	<b>May 01, 2021</b>

Within your employee service dates, you also have access to your:

- **Original Hire Date:** First date of State service.
- **Continuous Service Date:** Also known as your *recognized service date*. Reflects an employee’s time in state service and can be adjusted due to various factors. Does not include temporary time.
- **Length of Service:** Length of service is calculated from the continuous service date to current date.
- **Company Service Date:** The date that an employee started with their current company (agency).

**\*Note:** These dates will become more accurate the longer we use the Workday system. Some of these dates are automatically calculated within Workday and were not available within our previous system. Any dates related to employee benefit eligibility are reflected within Workday.