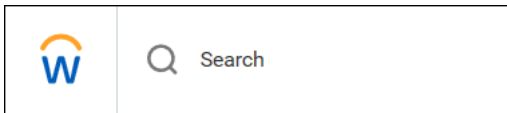


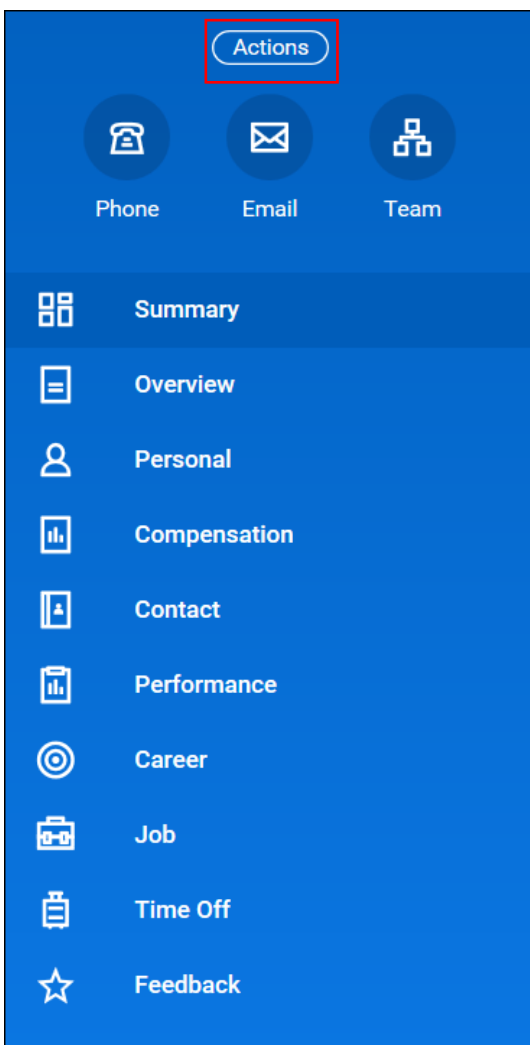
## Change Continuous Service Date

This job aid will walk a HR Partner through the steps to change a continuous service date on a worker. Continuous service date is what is currently known as recognized service date.

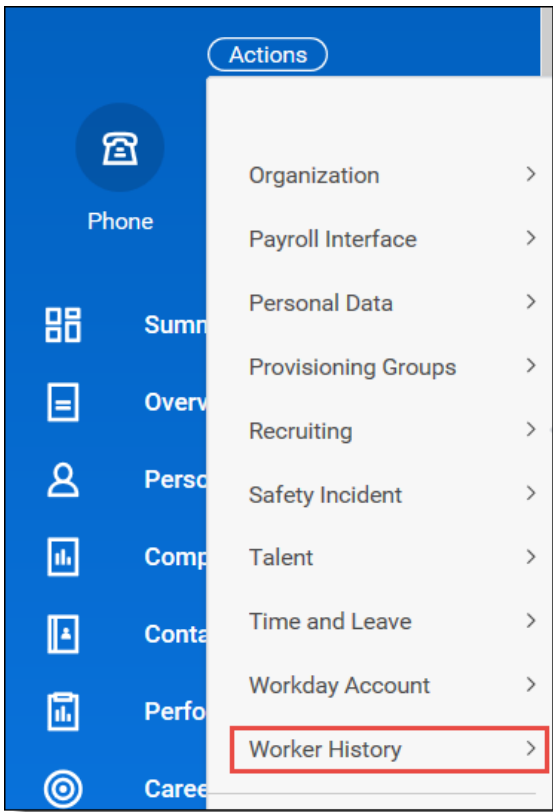
Step 1: In the search bar, type in the employee's name you are making the change for.



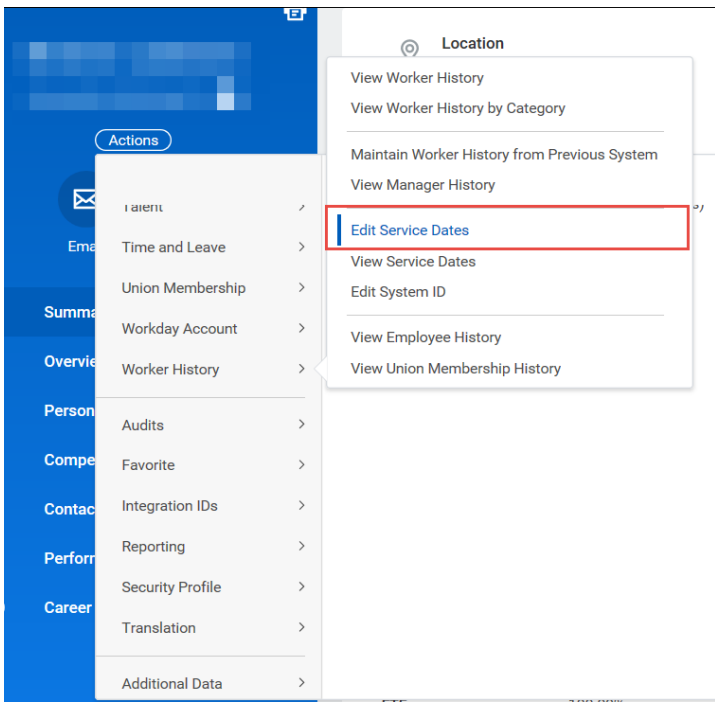
Step 2: The search results will bring you to the employee's profile. Click on **Actions**.













Step 3: Hover over **Worker History**.




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



Step 5: In the **Continuous Service Date** field, change the continuous service date.

Hire Date	10/16/2006
Original Hire Date	10 / 16 / 2006 
Continuous Service Date	10 / 16 / 2006 
Length of Service	12 year(s), 2 month(s), 24 day(s)
Benefits Service Date	06 / 01 / 2019 
Company Service Date	03 / 21 / 2016 
Time Off Service Date	10 / 16 / 2006 
Retirement Eligibility Date	MM / DD / YYYY 
Expected Retirement Date	MM / DD / YYYY 
Retirement Date	(empty)
Seniority Date	10 / 16 / 2006 
Union Seniority Date	03/21/2016 (Service Employees International Union (SEIU) Strikeable - Special Coalition) 06/01/2018 (Unrepresented)
Severance Date	MM / DD / YYYY 
Vesting Date	MM / DD / YYYY 



Step 6: Click **Submit** and **Done**.