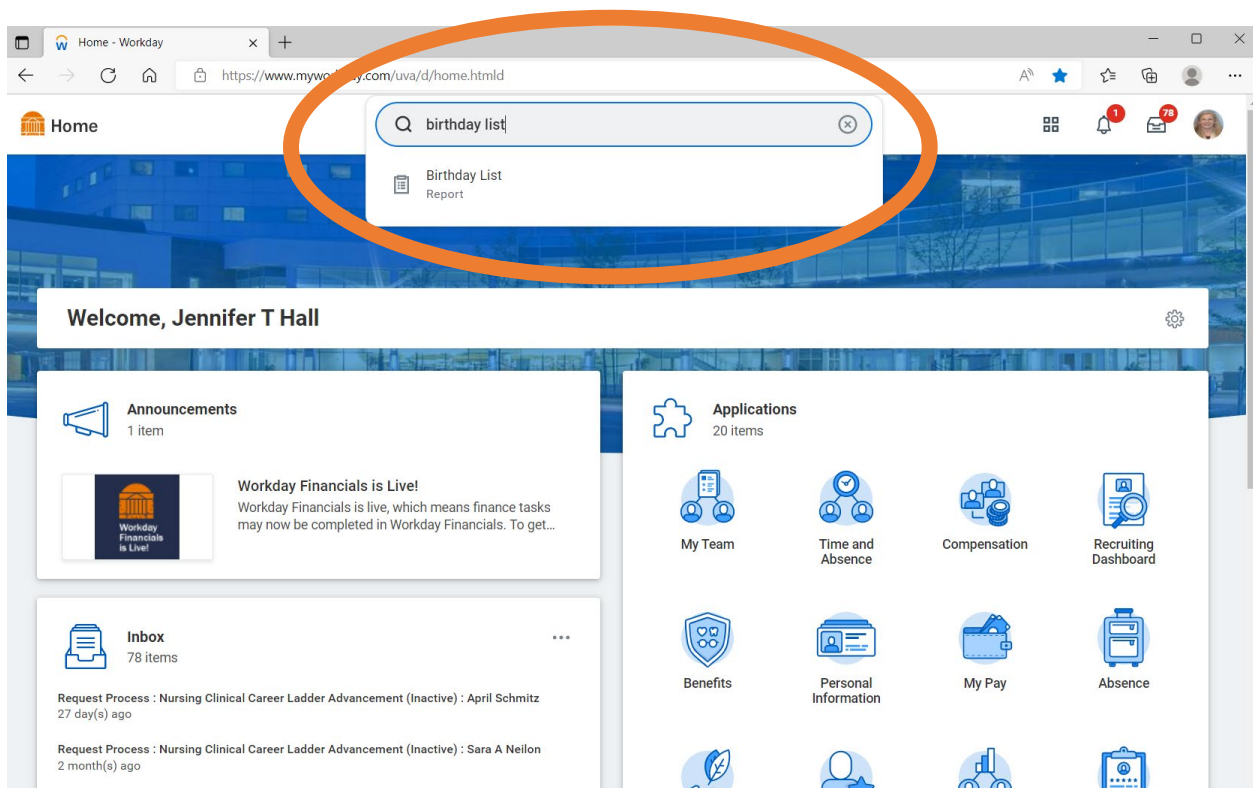# Job Aid: Running Workday Reports for Years of Service and Birthdays

Team Member Birthdays Report
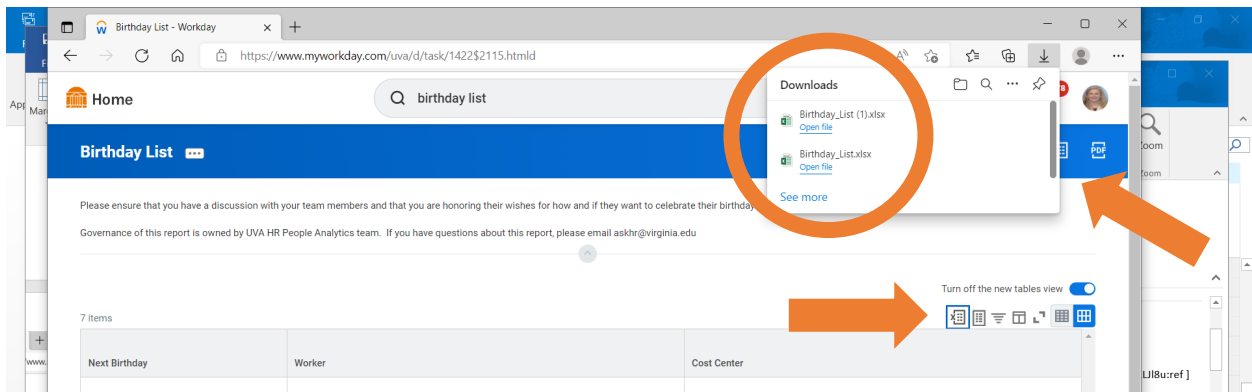
Step 1: Log into Workday.

Step 2: In the search bar, type "**birthday list**." A report option will appear. Click on the report.

UVA Health

Step 3: A list of your team members and their years of service will result.
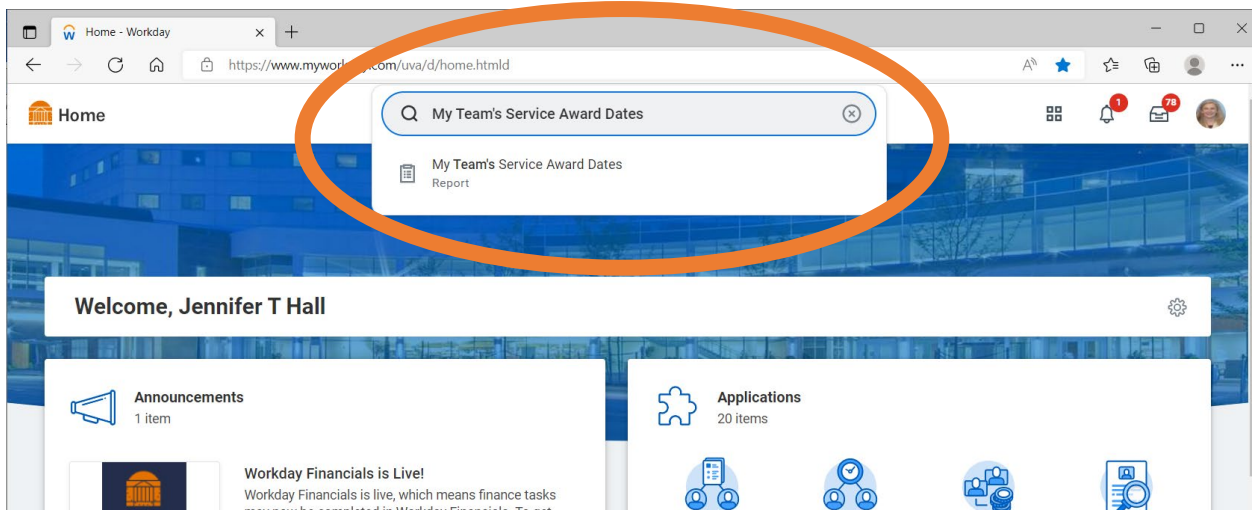
To export the report to Excel, click on the symbol in either of the top right corners. You may then open the report and save it to your files.

Team Member Years of Service Report
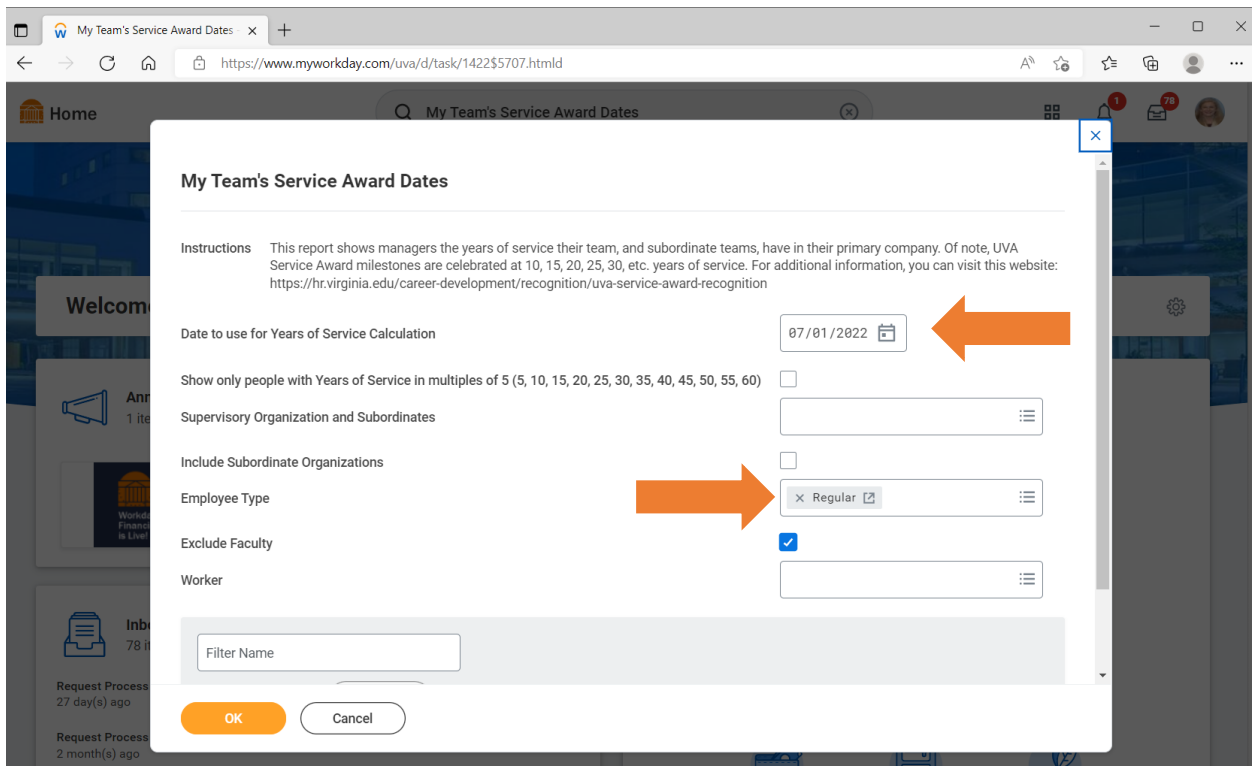
Step 1: Log into Workday.

Step 2: In the search bar, type "**My Team's Service Award Dates**." A report option should appear. Click on the report.

Step 3: Enter the date you would like to use for the "Years of Service Calculation."

For example: If you enter June 30, 2023, you will see everyone's anniversary dates and years of service that will be celebrated in the current Fiscal Year.

Step 4: Under "Employee Type," click "x" beside "Regular" to remove this filter. This will allow Wage and Regular team members to show up on the report. Then click "Okay"

Step 5: A list of your team members and their years of service will result.

To export the report to Excel, click on the symbol in either of the top right corners. You may then open the report and save it to your files.

For questions regarding either report, please email AskHR@virginia.edu.

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