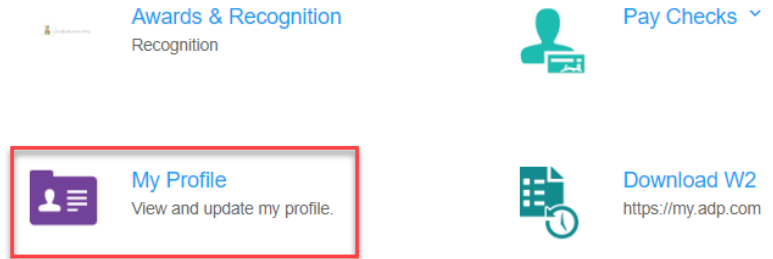# VIEWING YEARS OF SERVICE

You can view your seniority date and years of service in Infor Global HR (GHR).

VIEWING SENIORITY DATE AND YEARS OF SERVICE

1. Open ESS (ESS icon on desktop)
2. Use 2-factor authentication to log in
3. Click My Profile on the home page
4. You are brought to the At A Glance page of My Profile. There is a Dates & Services section that displays:
   a. Start Date: Initial start date of first employment with Riverside
   b. Adjusted Start Date: Start date of current employment with Riverside
   c. Birthdate
   d. Seniority Date: Work anniversary date used to calculate years of service
      i. If your prior years of service at Riverside were bridged to your current years of service, your seniority date reflects those bridged years
   e. Seniority Date Length of Service Years: Total years of service at Riverside, including any previous tenure, if your years of service were bridged together

Awards & Recognition
Recognition

Pay Checks ˅

My Profile
View and update my profile.

Download W2
https://my.adp.com

At A Glance

Work Assignments

Personal Information

Compensation

Talent Profile

Work Phone
815-935-7256 22717

Employment ID

Position

Organization Unit

Location

Direct Manager

Dates & Service

Start Date	Adjusted Start Date	Birthdate	Seniority Date	Seniority Date Length Of Service Years
6/4/2012	10/13/2014	April 25	4/30/2013	10.28