

View Your Increment Date

Description

Task: View your increment date and other service dates on and employee's worker profile.
Who Performs This Task?: All employees

To view an employee's increment date...

Procedure:

1. Click the My Account  button at the top right of the screen.
2. Click the View Profile [View Profile](#) hyperlink.
3. This is your worker profile. Click the Related Actions and Preview  icon next to your name.
4. Hover over Worker History and then click View Service Dates.
5. View your increment date on this screen.



Information: The Company Service Date field is your increment date. Increment dates will either be on January 1st or July 1st.

6. The System Task is complete.