

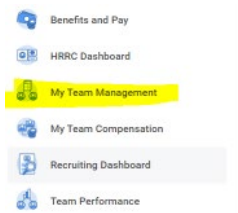
How to find your list of Shopping Trip Honorees in Workday

OhioHealth managers can identify their associates who are eligible for the Shopping Trip in Workday. Eligible associates are invited to this event after they reach their 20-year service milestone and at increments of 5 years after.

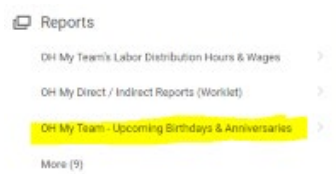


1. Log into [Workday](#)
2. Select the Menu Button at the top left of the screen

3. Select on 'My Team Management' from the drop down



4. Under the Reports Heading, Select 'OH My Team- Upcoming Birthdays & Anniversaries'



5. Select 'OK' from the pop up box
6. A list of your direct reports will load. Scroll until you find the column 'Length of Service'. The data in this field determines who is eligible for the shopping trip.
 - Associates with years of service at 5-year increments, beginning at 20 years (20, 25, 30, etc.), are eligible for the shopping trip.
 - Example: Associate 2 in the table below would be eligible for the shopping trip.

Associate Name	Length of Service (Years)- Seniority Date (Service Awards, Shopping Trip)
Associate 1	4.4
Associate 2	35.35

Please contact the HR Resource Center if you have questions or concerns: HR-Resource-Center@ohiohealth.com or (614) 533.8888