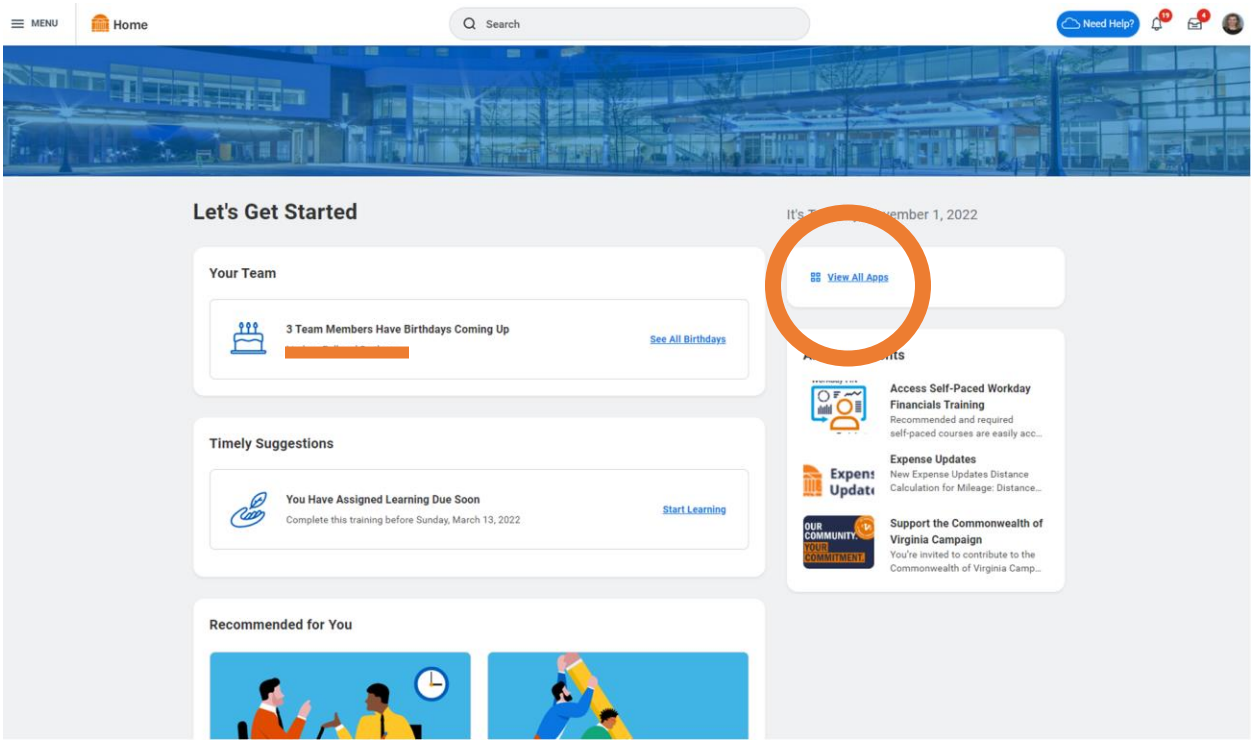
Job Aid: Adding Work Anniversaries and Birthdays to your Workday Homepage

Updated November 2022

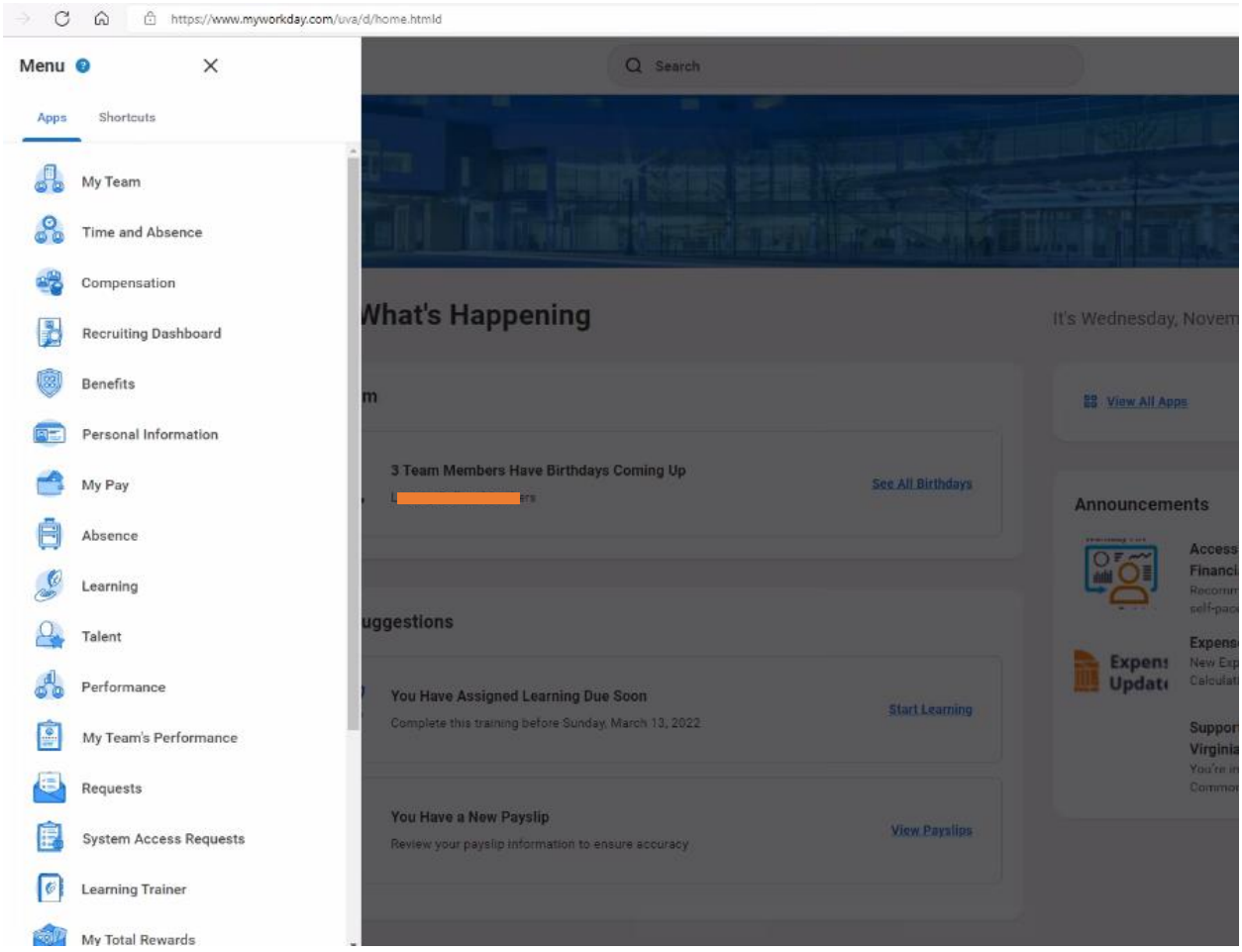
Step 1: Go to UVA KnowledgeLink and click the Workday Icon, then log in.

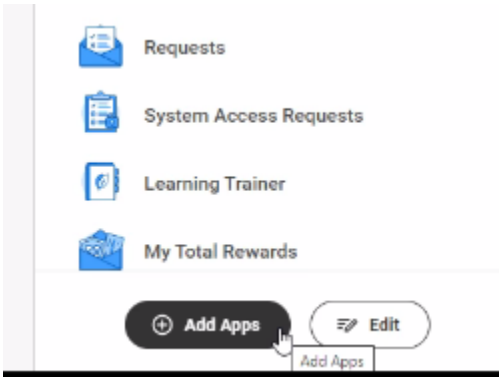
https://www.healthsystem.virginia.edu/klink/

Step 2: Click the "View All Apps" widget in the top right of the dashboard

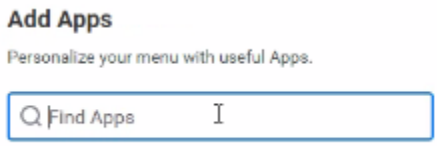


Step 3: In the Menu, scroll down to “Add Apps”



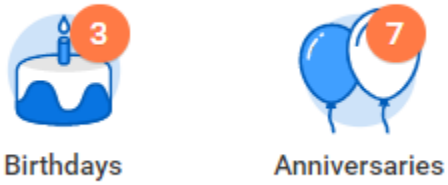


Step 4: Type in “Birthdays” in the Search Bar. Repeat with “Anniversaries”.

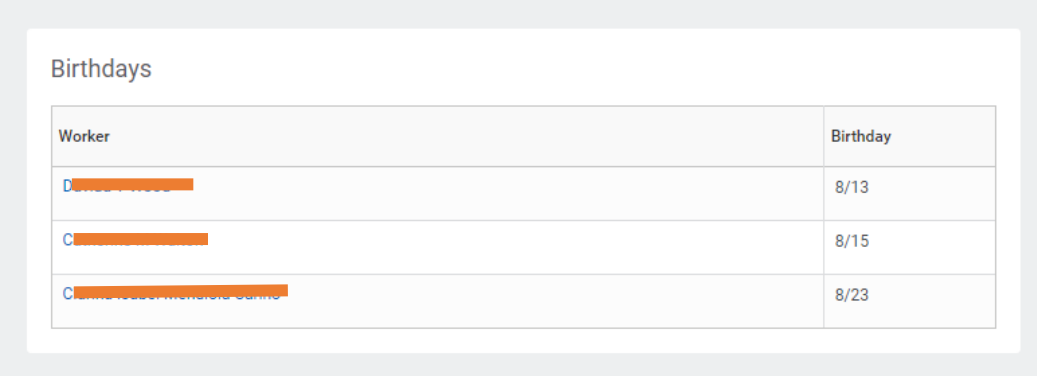


Step 5: Click “OK, then “Done” to save your preferences.

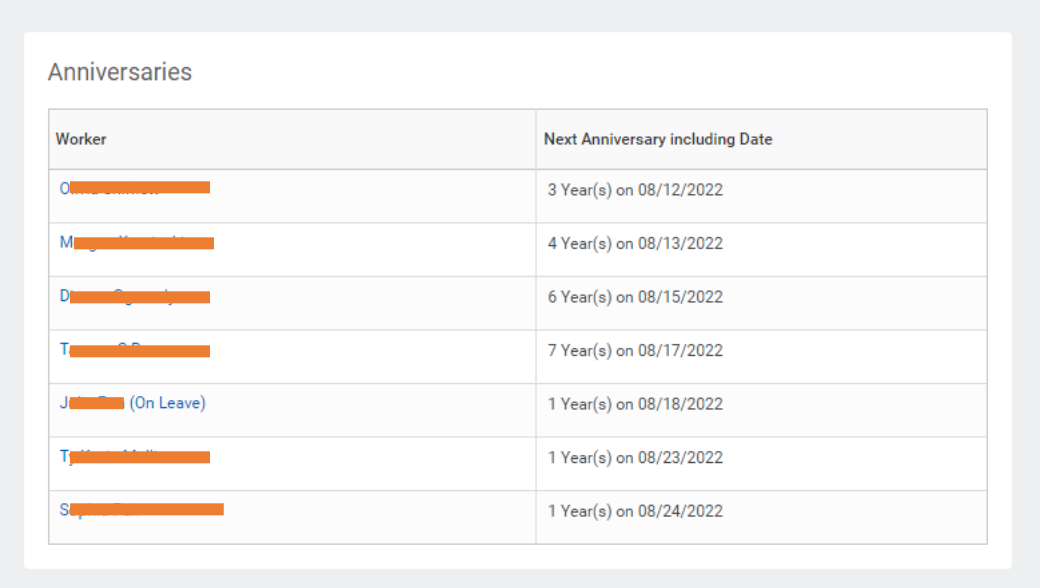
Your “Menu” tab will now show how many upcoming birthdays and anniversaries you have on your team for the month. These number will repopulate on the 1st of every month.



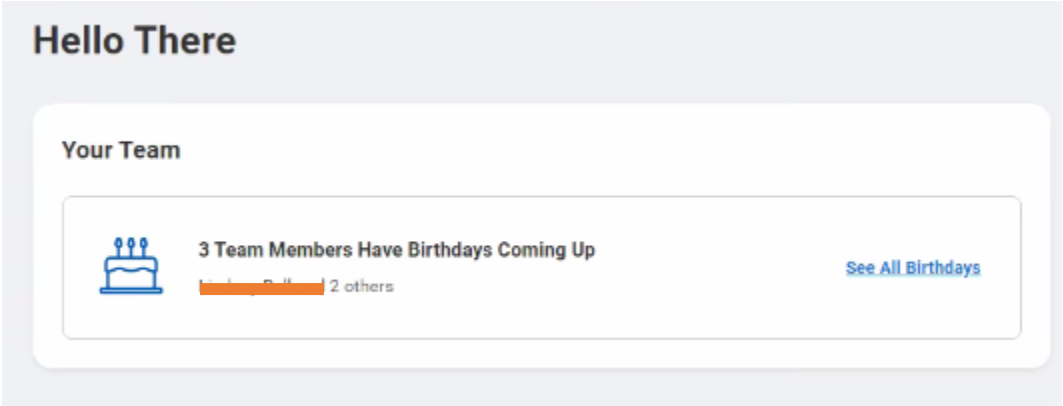
Birthday Example:



Anniversary Example:



Anniversaries

Worker	Next Anniversary including Date
[redacted]	3 Year(s) on 08/12/2022
[redacted]	4 Year(s) on 08/13/2022
[redacted]	6 Year(s) on 08/15/2022
[redacted]	7 Year(s) on 08/17/2022
[redacted] (On Leave)	1 Year(s) on 08/18/2022
[redacted]	1 Year(s) on 08/23/2022
[redacted]	1 Year(s) on 08/24/2022

Note: your main Workday homepage screen will only reflect birthdays and anniversaries in the next 14 days.