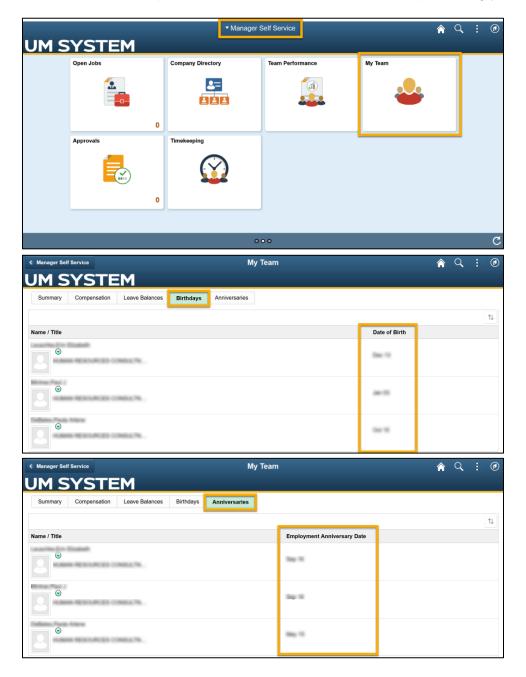
Team Information in PeopleSoft

Accessing Employee Birthdays and Anniversaries

To access team birthdays and anniversaries, login to PeopleSoft and choose **Manager Self Service**. Then select the **My Team** tile. You will have access to information for each of your direct reports on the respective tabs. People have different celebration preferences, so <u>review these tips</u> for help honoring your employee.



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