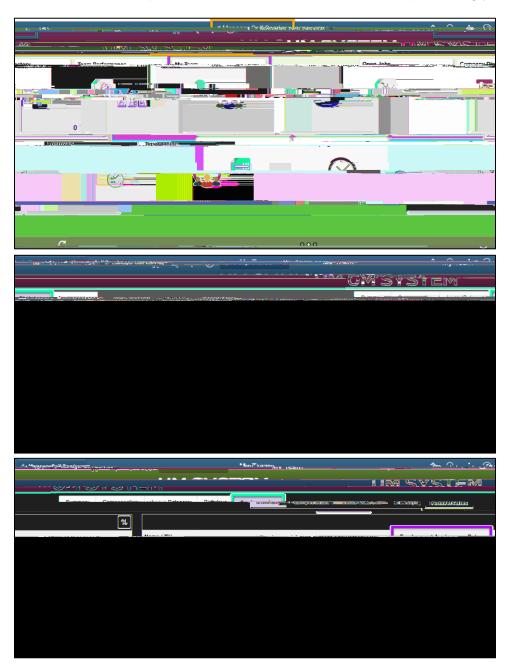


To access team birthdays and anniversaries, login to PeopleSoft and choose **Manager Self Service**. Then select the **My Team** tile. You will have access to information for each of your direct reports on the respective tabs. People have different celebration preferences, so <u>review these tips</u>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



Updated: 11/06/2020 1