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E22

EMPLOYEE SERVICE RECORD

ColumnB	ColumnC	ColumnD	ColumnE
Employee Name	Hire In Date	Current Date	Years Of Service
John	1/23/1989	2/10/2023	
Marry	5/7/1998	2/10/2023	
Frank	6/17/2016	2/10/2023	
Mark	8/28/1987	2/10/2023	
Linda	4/22/2012	2/10/2023	
Susan	12/20/2021	2/10/2023	

Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to calculate the difference between two dates in years. Let's get started.

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E22

A B C D E F G H I J K L M N O P Q R

EMPLOYEE SERVICE RECORD

ColumnB	ColumnC	ColumnD	ColumnE
Employee Name	Hire In Date	Current Date	Years Of Service
John	1/23/1989	2/10/2023	
Marry	5/7/1998	2/10/2023	
Frank	6/17/2016	2/10/2023	
Mark	8/28/1987	2/10/2023	
Linda	4/22/2012	2/10/2023	
Susan	12/20/2021	2/10/2023	

Here, we have an employee service record for all our employees. We want to be able to calculate the number of years each employee has been with the company, based on the date they were hired, and the current date.

	ColumnB	ColumnC	ColumnD	ColumnE
	Employee Name	Hire In Date	Current Date	Years Of Service
10	John	32531	=TODAY()	=DATEDIF(C10,D10,"Y")
11	Marry	35922	=TODAY()	=DATEDIF(C11,D11,"Y")
12	Frank	42538	=TODAY()	=DATEDIF(C12,D12,"Y")
13	Mark	32017	=TODAY()	=DATEDIF(C13,D13,"Y")
14	Linda	41021	=TODAY()	=DATEDIF(C14,D14,"Y")
15	Susan	44550	=TODAY()	=DATEDIF(C15,D15,"Y")

To do this, we are going to use 2, Excel functions. These are the TODAY function, that gives us the current date. And the DATEDIF function that will give us the difference in years between the two dates.

Function Library

- Insert Function
- AutoSum
- Recently Used
- Financial
- Logical
- Text
- Date & Time
- Lookup & Reference
- Math & Trig
- More Functions

Defined Names

- Name Manager
- Define Name
- Use in Formula
- Create from Selection

Formula Auditing

- Trace Precedents
- Trace Dependents
- Remove Arrows
- Show Formulas
- Error Checking
- Evaluate Formula

Calculation

- Watch Window
- Calculation Options
- Calculate Now
- Calculate Sheet

D10 =TODAY()

EMPLOYEE SERVICE RECORD

ColumnB	ColumnC	ColumnD	ColumnE
Employee Name	Hire In Date	Current Date	Years Of Service
John	1/23/1989	2/10/2023	
Marry	5/7/1998	2/10/2023	
Frank	6/17/2016	2/10/2023	
Mark	8/28/1987	2/10/2023	
Linda	4/22/2012	2/10/2023	
Susan	12/20/2021	2/10/2023	

We have already put in the "TODAY" function, in column D, so the current date will always show today's date.

fx Insert Function
 ∑ AutoSum
 ☆ Recently Used
 📊 Financial
 ? Logical
 A Text
 🕒 Date & Time
 🔍 Lookup & Reference
 📐 Math & Trig
 ⋮ More Functions

Function Library

Define Name
 Use in Formula
 Create from Selection

Defined Names

Trace Precedents
 Trace Dependents
 Remove Arrows

Formula Auditing

Show Formulas
 Error Checking
 Evaluate Formula

Calculation

E10

	ColumnB	ColumnC	ColumnD	ColumnE
	Employee Name	Hire In Date	Current Date	Years Of Service
10	John	1/23/1989	2/10/2023	
11	Marry	5/7/1998	2/10/2023	
12	Frank	6/17/2016	2/10/2023	
13	Mark	8/28/1987	2/10/2023	
14	Linda	4/22/2012	2/10/2023	
15	Susan	12/20/2021	2/10/2023	
16				
17				
18				
19				
20				
21				
22				

Click on the first cell, that you want the total years to show in.

Function Library: Insert Function, AutoSum, Recently Used, Financial, Logical, Text, Date & Time, Lookup & Reference, Math & Trig, More Functions.

Defined Names: Name Manager, Define Name, Use in Formula, Create from Selection.

Formula Auditing: Trace Precedents, Trace Dependents, Remove Arrows, Show Formulas, Error Checking, Evaluate Formula.

Calculation: Watch Window, Calculate Now, Calculate Sheet, Calculation Options.

SUM : X ✓ fx =DATEDIF(C10,D10,"Y")

EMPLOYEE SERVICE RECORD

ColumnB	ColumnC	ColumnD	ColumnE
Employee Name	Hire In Date	Current Date	Years Of Service
John	1/23/1989	2/10/2023	=DATEDIF(C10,D10,"Y")
Marry	5/7/1998	2/10/2023	
Frank	6/17/2016	2/10/2023	
Mark	8/28/1987	2/10/2023	
Linda	4/22/2012	2/10/2023	
Susan	12/20/2021	2/10/2023	

In the formula bar, type in the formula used to calculate the total years between dates. =DATEDIF(C10,D10,"Y") You can just copy and paste this into your worksheet.

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Thousand Separator, Increase/Decrease Decimal Places

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

E10 =DATEDIF(C10,D10,"Y")

EMPLOYEE SERVICE RECORD

ColumnB	ColumnC	ColumnD	ColumnE
Employee Name	Hire In Date	Current Date	Years Of Service
John	1/23/1989	2/12/2023	34
Marry	5/7/1998	2/12/2023	
Frank	6/17/2016	2/12/2023	
Mark	8/28/1987	2/12/2023	
Linda	4/22/2012	2/12/2023	
Susan	12/20/2021	2/12/2023	

34

To populate the remaining cells with the DATEDIF formula, click in the cell containing the formula.

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E10 =DATEDIF(C10,D10,"Y")

EMPLOYEE SERVICE RECORD

ColumnB	ColumnC	ColumnD	ColumnE
Employee Name	Hire In Date	Current Date	Years Of Service
John	1/23/1989	2/17/2023	34
Marry	5/7/1998	2/17/2023	
Frank	6/17/2016	2/17/2023	
Mark	8/28/1987	2/17/2023	
Linda	4/22/2012	2/17/2023	
Susan	12/20/2021	2/17/2023	



Right click, and while holding the right mouse button down, drag the cell down and release.

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Justify, Indent, Wrap Text, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

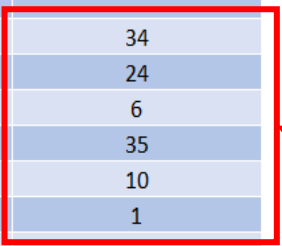
Analysis: Analyze Data

F44

A B C D E F G H I J K L M N O P Q R

EMPLOYEE SERVICE RECORD

ColumnB	ColumnC	ColumnD	ColumnE
Employee Name	Hire In Date	Current Date	Years Of Service
John	1/23/1989	2/17/2023	34
Marry	5/7/1998	2/17/2023	24
Frank	6/17/2016	2/17/2023	6
Mark	8/28/1987	2/17/2023	35
Linda	4/22/2012	2/17/2023	10
Susan	12/20/2021	2/17/2023	1



Excel will populate the cells with the DATEDIF formula.

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