

Workday QEC Benefits Enrollment Quick Reference Guide



Logging in at a store or shared company computer
Click the Workday icon on your desktop to get started:



Logging in anywhere else

Point your web browser to: <https://www.myworkday.com/tires>

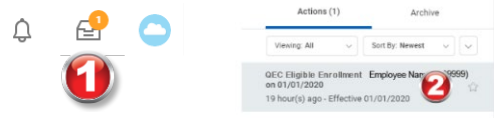
Use your Employee ID and Okta password to log in.

Forgot your password? Follow on-screen instructions if you need help signing in.

✓ Make your benefit elections within 31 days of your eligibility effective date.

To start your QEC Benefits enrollment:

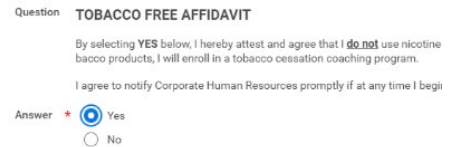
1. Click the Inbox icon in the top right corner.
2. Click QEC Eligible Enrollment under the Actions tab to begin.



Note: To make changes after your benefits go into effect, see Mid-Year Changes to benefits due to Qualifying Event section at the end of this document.

Tobacco Free Affidavit

If you qualify, attest to being **Tobacco Free** by clicking **Yes**. You will then be eligible for the discounted Wellness Rate for your medical benefit.

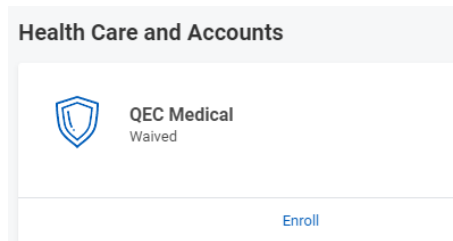


Navigating Workday Enrollment

Tiles for the benefits you are eligible to elect will populate on the page. Each benefit will be represented on its own tile, so be sure to scroll down the page and review each tile to ensure you have enrolled in each benefit you choose to elect.

Each tile will show one of two options to click to review the benefit information:

Enroll	Will display on benefit tiles you are not currently enrolled in.
Manage	Will display on benefit tiles once you are enrolled in the benefit.



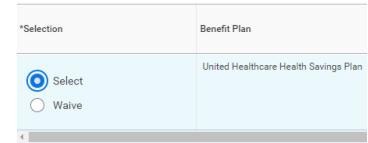
At the bottom of each Workday screen, there are navigation buttons. Buttons visible will depend on the page you are currently viewing.

	Click when you are finished electing your benefits.
	Click to save your changes and exit the Benefit Change task (the task will remain in your Inbox).
	Click to confirm your election and proceed to the next step.
	Click to cancel changes and return to the previous screen.
	Click to save changes and return to the main benefit screen.

Health Care Election

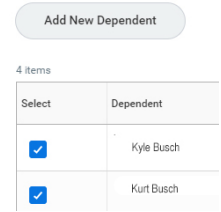
If you would like to enroll in the Company’s Health Savings Plan,

1. Click **Select** to elect the plan, or **Waive** to waive coverage.
2. Click **Confirm and Continue**.
3. If you elect the medical plan, you will be taken to the add/remove dependents page. Dependents already entered in Workday will be listed, or you may add a new dependent by clicking the **Add New Dependent** button. Required fields for new dependents will be marked with *.



Note: Before saving your changes, check that all dependents you would like covered by your plan have a blue checkbox next to their name.

For additional help, see the **Adding Dependents QRG** from the [QEC Guides page on the Discount Tire Family Website](#).



Health Savings Account (HSA) Elections

If you enrolled in the Health Savings Plan, elect the Health Savings Account (HSA). Even if you do not plan to contribute to the HSA, you must elect the HSA to receive the Company’s contribution.

1. Click **Select**, then **Confirm and Continue**.
2. You may choose to enter the amount per paycheck you would like to contribute, or enter the total amount you would like to contribute for the plan year. If you would only like to receive the company contribution and would not like to contribute more, **enter 0**.

Contribute

Per Paycheck Annual

Note: Electing the Health Savings Account (HSA) is only available if you enrolled in the Health Savings Plan. If you waived the Health Savings Plan, Workday will display an inactive (“grayed out”) view of this screen. If you enroll in the Health Savings Plan, you must reset your Health Savings Account **contribution amount** each year during Open Enrollment.

Additional Benefits

You are automatically enrolled in the **Employee Assistance Program**. This benefit does not need to be elected in Workday and is provided by the Company with no premium contribution required by you. To learn more about this and other benefits available to you that are not elected in Workday, such as the Pet Insurance, 401(k), Employee Discount Program, and more, visit the [Part-Time Benefits page of the Discount Tire Family website](#).

Review and Sign

Review your elections, and waived coverages carefully.

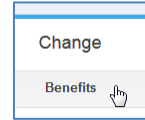
If ...	Then ...
You need to make changes	Click Save for Later to exit the benefit event without submitting your elections. Your elections will be saved and you can reopen the Benefit Event to make changes by clicking the task in your Workday Inbox.
You are ready to submit your elections	Click the I Accept checkbox, then click Submit . IMPORTANT: Click the Print button to print out your elections and save for future reference.
You need to make a change to your elections after you have submitted them	Contact benefits@discounttire.com or (800) 347-4348.
If there are any issues with the information submitted	Your Benefits Team will contact you and may send the task back to you to make changes. The task will appear in your Workday Inbox if this is required.

Questions? Please contact your HR Benefits Team at benefits@discounttire.com or (800) 347-4348 with any Benefits Enrollment questions or concerns.

Mid-Year Changes to benefits due to a Qualifying Event

To make changes to your QEC Benefits elections:

1. Click the **Benefits** application.
2. Click **Change > Benefits** to begin.



Select the appropriate Benefit Event Type.

If you want to....	Choose as your Benefit Event Type ...
Add a dependent child due to birth, adoption, court order, legal guardianship	Birth, Adoption, Court Order, Legal Guardianship - Add a Dependent*
Add spouse or dependent due to marriage	Marriage - Add Spouse/Dependent*
Remove spouse or dependent due to divorce	Divorce - Remove Spouse/Dependent *
Update elections due to gain of other coverage	Gain of Other Coverage*
Update elections due to loss of other coverage	Loss of Other Coverage*

** Requires supporting documents - Add attachment and include copy of Social Security card, Birth Certificate, Marriage License, Divorce Decree, Letter confirming loss/gain of other coverage, etc.*

- 1) Enter Benefit Event Date (DOB, Marriage Date, etc.).

- 2) Click the + to add an attachment (Required for event types marked with an asterisk above)

Click the **Change** button; then open the **Change Benefit Elections** task.

Please note: The plan elections available depend on the Benefit Event Type selected.