



## Life Event Benefit Changes for Full-Time Employees Workday 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**  
Log on to: <https://discounttire.okta.com/>

Use your employee ID and Okta password to log in.

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

### To make changes to your current Benefit elections due to a qualifying life event:

- 1) Click the **Menu** in the top left corner of the Workday Home page.
- 2) Then, click **Benefits and Pay** application from menu options.
- 3) Under the **Tasks and Reports** section, click the **Change Benefits** button.

Please note: qualifying events must be done within 31 days of the event date.

If you want to...	Then choose...	Documents you will need...
Add a dependent child due to birth, adoption, court order, legal guardianship	Birth, Adoption, Court Order, Legal Guardianship - Add a Dependent	<ul style="list-style-type: none"><li>•Verification of Birth or Birth Certificate</li><li>•Adoption/Legal Guardianship document</li><li>•Social Security Card for dependent (once you receive it; do not wait for the card to add your dependent)</li></ul>
Add spouse or dependent due to marriage	Marriage - Add Spouse/Dependent	<ul style="list-style-type: none"><li>•Marriage Certificate for spouse coverage</li><li>•Birth Certificate for child(ren) coverage</li><li>•Social Security Card for all dependents (original maiden name social security cards are accepted)</li></ul>
Remove spouse or dependent due to divorce *Contact Benefits team if over 31 days	Divorce - Remove Spouse/Dependent	<ul style="list-style-type: none"><li>•Divorce Decree</li></ul>
Change beneficiary only	Change Beneficiary Only	<ul style="list-style-type: none"><li>•No documents needed</li></ul>
Change Life and Disability coverage	Change Life and Disability Coverage	<ul style="list-style-type: none"><li>•No documents needed</li></ul>
Update elections due to gain of other coverage	Gain of Other Coverage	<ul style="list-style-type: none"><li>•Proof of other coverage including effective date, benefits elected and covered persons</li></ul>
Update elections due to loss of other coverage	Loss of Other Coverage	<ul style="list-style-type: none"><li>•Proof of loss of coverage including date of loss, benefits and persons affected</li><li>•Marriage Certificate for spouse coverage</li><li>•Birth Certificate for child(ren) coverage</li><li>•Social Security Card for all dependents</li></ul>

For additional information please visit the [Life Event Benefit Changes page on the Discount Tire Family Website](#).

- 4) Select the appropriate Change Reason.
- 5) Enter Date (DOB, Marriage Date, etc.)
- 6) Drag files or click Select Files under Attachments to upload required documents as per chart above and click submit.
- 7) Click Open.
- 8) Click Let's Get Started to begin.

**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 eligible for changes 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/updated each benefit you choose to elect.

**Please note:** The benefit tiles displayed will depend on the Benefit Event Type selected.

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

<b>Manage</b>	Will display on benefit tiles in which you are currently enrolled.
<b>Enroll</b>	Will display on benefit tiles in which you are not currently enrolled.
<b>REVIEWED</b>	Will display on benefit tiles once you after you review the information in that tile.

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

<b>Review and Sign</b>	Click when you are finished electing your benefits.
<b>Save for Later</b>	Click to save your changes and exit the Benefit Change task (the task will remain in your Inbox).
<b>Confirm and Continue</b>	Click to confirm your election and proceed to the next step.
<b>Cancel</b>	Click to cancel changes and return to the previous screen.
<b>Save</b>	Click to save changes and return to the main benefit screen.

**Health Care Elections**

1. For each type of health care benefit – **Medical**, **Dental** and **Vision** – click **Select** to elect a Benefit Plan, or click **Waive** to waive coverage.
2. Click **Confirm and Continue**.
3. If you elect a 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 checkmark next to their name. Uncheck the box to remove a dependent.

For additional help, see the **Adding Dependents and Beneficiaries QRG** from [Workday Help 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 rest of 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	<input type="text" value="11.00"/>	Annual	<input type="text" value="297.00"/>
Remaining Paychecks 27			

**Note: Electing the Health Savings Account (HSA) is only available if you selected the Health Savings Plan for medical.** Choosing any other plan 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.

### Flexible Spending Account (FSA) Elections

For each type of Flexible Spending Account – **Healthcare** or **Dependent Care** – you want to elect,

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 rest of the plan year.

#### Contribute

Per Paycheck	<input type="text" value="11.00"/>	Annual	<input type="text" value="297.00"/>
Remaining Paychecks 27			

**Note: FSA funds contain a "Use It or Lose It" provision, so please plan carefully!** FSAs do not carry over; you must enroll in the Flexible Spending Account(s) each year during Open Enrollment.



### Insurance Elections (Life & Disability)

For each type of insurance – **Life, Short and Long Term Disability** – you want to elect,

1. Click **Select** or **Waive**.
2. Click **Confirm and Continue**. (Confirming Basic Life will allow you to enter your beneficiary.)

**IMPORTANT: You are required to name a beneficiary for Basic Life Insurance.**


#### Beneficiaries

To change your current beneficiary election click  ( or add a new beneficiary, click ).

3. If choosing a beneficiary already listed in Workday, choose **Existing Beneficiary Persons** or **Trusts**, then select a name from the list.
4. To add a new beneficiary, click **Add New beneficiary or Trust**, then enter the details of your beneficiary in all required fields (marked with \*), then click **OK**.
5. Click in the **Percentage** field and enter the percentage for that beneficiary. Total percentage must equal 100%.

For additional help adding beneficiaries, follow the instructions in the **Adding Dependents and Beneficiaries QRG** from [Workday Help on the Discount Tire Family Website](#).

#### Additional, Spouse, and Child Life

6. Click **Select** or **Waive**.
7. If elected, you will be taken to another page to select an amount. Click  and select from available coverage levels.

**Note:** Beneficiaries named for Basic Life will also apply to Additional Life. The beneficiary for Spouse and Child Life is automatically the employee. Employees must be enrolled in Basic Life to enroll in Additional Life. Spouse and Child Life are only available to employees enrolled in Additional Life.

**Review and Sign**

Review your elections, waived coverages, and any beneficiary designations carefully.

If ...	Then ...
You need to make changes	Click <b>Save for Later</b> 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 <b>I Accept</b> checkbox, then click <b>Submit</b> . <b>IMPORTANT:</b> Click the <b>Print</b> 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	For questions or enrollment support, contact: <a href="mailto:Benefits@discounttire.com">Benefits@discounttire.com</a> Tire Rack Employees contact: <a href="mailto:humanresources@tirerack.com">humanresources@tirerack.com</a>
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?**

For quesitons or enrollment support, contact: [Benefits@discounttire.com](mailto:Benefits@discounttire.com)

Tire Rack Employees contact: [humanresources@tirerack.com](mailto:humanresources@tirerack.com)