AMERICA'S TIRE **DISCOUNT TIRE** **DISCOUNT TIRE DIRECT**

Workday Navigation and Employee Self Service (ESS) Quick Reference Guide

workday. Employee Self Service

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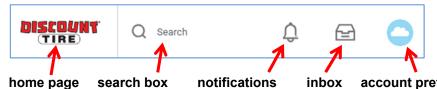Click the Workday icon on your desktop to get started:

W Workday

Logging in anywhere else
Point your web browser to: https://www.myworkday.com/tires

Use your employee ID number to log in.
Forgot your password? Follow on-screen instructions if you need help signing in.

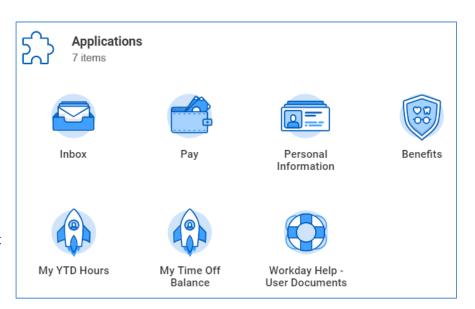|	
Workday Header	The header displays on every screen in Workday with the following navigation icons: **DISCOUNT TIRE** Q Search 🔔 📥 ☁ **home page** **search box** **notifications** **inbox** **account preferences and saved reports** • Use the **search box** to quickly find people, tasks, reports, and other information. The search box displays predictive results as you type. Press the enter key to view all search results. • Your **inbox** contains tasks you are required to complete. If items exist in your inbox, the number of items will display on the icon.
Applications	On the home page, you can access applications for completing specific tasks. These applications can differ depending on your role in the organization. However, all users can access: • Inbox • Pay • Personal Information • Benefits • My YTD Hours • My Time Off Balance • Workday Help – User Documents Managers can also access the **My Team** application, which includes a list of all direct and indirect reports. **Applications** — 7 items Inbox Pay Personal Information Benefits My YTD Hours My Time Off Balance Workday Help - User Documents *See the next page for common Employee Self Service (ESS) tasks you can complete at any time.*

	To update your personal details from the Personal Information application:	
Contact Info	1. Under **Change,** click **Contact Information.** 2. Click **Edit.** Then add and/or edit your home address, phone number(s), and email address(es). 3. Click **Submit.** Be sure to use proper capitalization, USPS standard abbreviations, your full city name, and when necessary, only these symbols: **/** or **#**	Edit Add ✎
Emergency Contacts	1. Under **Change,** click **Emergency Contacts.** 2. Click **Edit.** Then add and/or edit your emergency contact information. 3. Click **Submit.** An emergency contact should be a reliable adult who can be easily contacted and act fast in an emergency.	Edit Add ✎
Marital Status	1. Under **Change,** click **Marital Status.** 2. Edit your marital status and click **Submit.** Contact the HR Benefits Team to change your benefits; you'll be required to submit documentation of the change.	select one ▼ **select one** Married (United States of America) Single (United States of America)
Legal Name	1. Under **Change,** click **Legal Name.** 2. Enter the changes and click **Submit.** You'll be required to submit a copy of your updated official identification with your new legal name.	
	To update pay options from the Pay application:	
Federal / State / Local Withholding	1. Under **Actions,** click **Withholding Elections.** 2. Choose the tab of the type of withholding you want to change (Federal, State, Local, or Tax Allocations) and click **Update.** 3. Enter the **Effective Date** and click **OK.** 4. Enter the appropriate changes and click **Submit.** Links and other guidance are available on screen.	
Payment Elections *(Direct Deposit)*	1. Click **Add** to add account information for a new elections account. (Be sure to add the new account before changing elections.) Leave the "nickname" field blank. Your bank can provide routing and account numbers. 2. Edit the order of the accounts and amount for each account. Select **Balance** for the last account in the list. Note: Accounts are paid in order, from top to bottom.	
	Other ESS tasks:	
Viewing pay, benefits, hours, and help docs	For your information, you can view your current and past payslips, current benefit elections, YTD hours, and time off balance by clicking on the corresponding application on the home page. For help documents, click Workday Help – User Documents.	
Benefits changes	For most benefit elections, changes can only be made during the annual Open Enrollment period or when a qualifying life event occurs. For more details on benefits eligibility and mid-year changes, see discounttirefamily.com.	
Managers	Manager tasks in Workday are referred to as Manager Self Service (MSS). Additional Quick Reference Guides for MSS are available on the Knowledge Center.	