



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

Logging in at a store computer

Click the Workday icon on your desktop to get started:



Logging in anywhere else

Point your web browser to:
<https://discounttire.okta.com>
(Click on the Workday tile)



Use your Workday employee ID number to log in.

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

The header displays on every screen in Workday with the following navigation icons:



Workday Header

Menu

Home Page

Search Box

Notifications

Inbox

Account Preferences/
Saved Reports

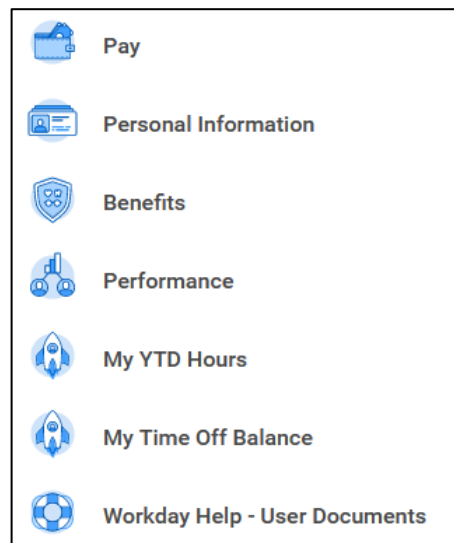
- Use the **MENU** to access applications within Workday.
- Use the **Search Box** to quickly find people, tasks, reports, and other information. The search box displays predictive results as you type. Press the enter key to view all search results.
- Your **Inbox** contains tasks you are required to complete. If items exist in your inbox, the number of items will display on the icon.

From the **MENU** 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

Applications

Managers can also access the **My Team** application, which includes a list of all direct and indirect reports.



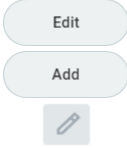
See the next page for common Employee Self Service (ESS) tasks you can complete at any time.

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**.

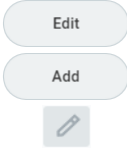
Be sure to use proper capitalization, USPS standard abbreviations, your full city name, and when necessary, only these symbols: / or #



Emergency Contacts

1. Under **Change**, click **Emergency Contacts**.
2. Click **Edit**. Then add and/or edit your emergency contact information.
3. Click **Submit**.

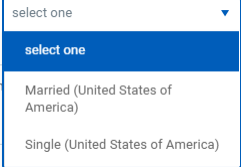
An emergency contact should be a reliable adult who can be easily contacted and act fast in an emergency.



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.



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 pay slips, 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 discountirefamily.com.