

February 10, 2022

Hello Discount Tire Family,

We are very happy to share that effective **Monday, February 14**, access to the Kronos Timekeeper will be restored.

What Our People need to know

- Beginning Monday, February 14, all employees should resume punching in/out using the Kronos Timestamp.
- There has been no change to functionality.
- Managers should be prepared to assist any new employees using Kronos for the first time.
- As a reminder, your Kronos password is the same as your Okta/Workday password. If you need assistance, please use the Self-Service Password Reset capability within Okta.

IMPORTANT: For this week, please continue to submit hours through the [Timekeeper Tool](#) no later than the end of the day on Saturday, February 12. All hours keyed into the Timekeeper Tool for the week of (2/6/22-2/12/22) will be loaded into Kronos for review Monday morning.

Our ask of Managers

On Monday, please log into Kronos and complete the following actions for the prior week's timecards (2/6/22-2/12/22) **by 10AM MST**.

1. Please review and verify the hours for your people are entered correctly
2. Correct any missing or incorrect punches
3. Add any necessary pay codes (e.g. PTO.)
4. Approve all timecards

If you have any questions or issues, please contact your Manager, Regional Office Manager or contact the Service Desk at 800-366-4399 or support@discounttire.com.

We want to thank you for your patience and flexibility during the Kronos outage.