

Workday MSS Compensation Change Approval 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 number to log in.

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

Compensaiton Change Approval	<ul style="list-style-type: none"> • Executives can approve a compensation change for employees in Workday. • Regional AVPs may initiate compensation changes for employees in their assigned stores. • Regional VPs may initiate compensation changes for any employees in their Region.
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Email Notification	If your approval is needed for a compensation change, you will be sent an email notification.
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1. Click the link in the email and log into Workday.
2. Click Inbox and select the **Compensation Change** link on the Actions tab.
3. Scroll down to view the requested compensation change.
4. If the compensation amount needs to be revised, enter a comment and click **Send Back**. Otherwise, click **Approve** or click **Deny**.

Actions (1)	Archive
Viewing: All Sort By: Newest	
Compensation Change: Austin Powers (999999) - Store Sr Asst Manager 8 day(s) ago - Effective 01/01/2019 ★	

Note: **Deny** cancels the compensation change.

enter your comment

Approve Deny Send Back Cancel

Contact	Please contact Human Resources with any questions or concerns.
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