

# 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.

## Compensation Change Approval

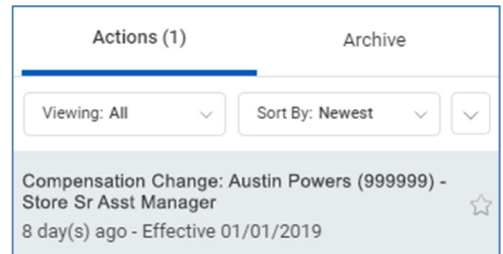
- Executives can approve a compensation change for employees in Workday.
- Regional AVPs may initiate compensation changes for employees in their assigned stores.
- Regional VPs may initiate compensation changes for any employees in their Region.

## Email Notification

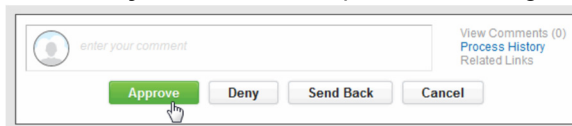
If your approval is needed for a compensation change, you will be sent an email notification.

## Approving Comp Change Requests

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**.



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



## Contact

Please contact Human Resources with any questions or concerns.