

# Workday MSS Compensation Change

## Quick Reference Guide for Store / Warehouse / Maintenance / DTD Managers



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

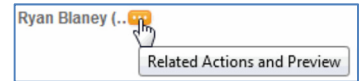


**Logging in anywhere else**  
Point your web browser to: <https://www.myworkday.com/tires>

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

### Select Employee to Change Compensation

1. Click **My Team**.
2. Click the **Related Actions** button next to employee name, then select **Compensation > Request Compensation Change**.



### Effective Date and Reason

3. Enter the **Effective Date**.


**Note: Effective date MUST be a Sunday.**

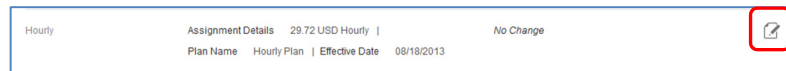
**IMPORTANT:** Next Sunday is the default. You **MUST** select the appropriate Effective Date.

*Please remember to enter your compensation changes prior to the Effective Date.*

4. Select a reason for the change (e.g. *Annual*) and click **OK**.

### Comp Change

5. Click  on Hourly / Salary row to enter a new amount.
6. Enter updated **Amount**.  
(2 decimal places, ex: 14.50)
7. Click **Done**.
8. Click **Submit**.



### Comp Change Approval

For Employee Type:	Change Initiated by:	Approval:
Part-time	Manager	No approval needed if new pay is within pay range for your region, <b>AND</b> increase is no more than \$1 per hour. Otherwise, routed to AVP for approval.
Full-time	Regional HR Admin	Routed to AVP for approval
DTD Employees	Manager or Regional HR Admin	Routed to VP for approval

**Note:** A Regional AVP requires no additional approval when initiating a compensation change for any employee in their assigned stores. A Regional VP requires no additional approval when initiating a compensation change for any employee in their region.

### Notification

The Regional Office Manager and Store Manager receive a Workday notification when the compensation change is complete.

### Contact

Please contact Human Resources with any questions or concerns.