

Workday MSS Compensation Change

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



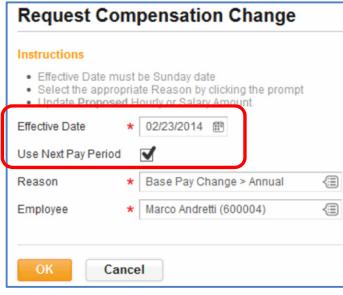
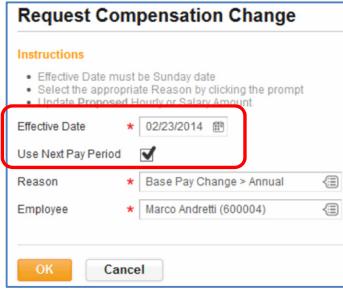
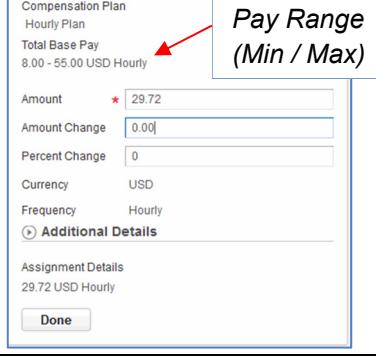
Logging in at a store or shared company computer
Click the Workday icon on your desktop to get started:



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	<ol style="list-style-type: none"> Click My Team. Click the Related Actions button next to employee name, then select Compensation > Request Compensation Change. 													
	<ol style="list-style-type: none"> Enter the Effective Date. <p>Note: Effective date MUST be a Sunday.</p>													
Effective Date and Reason	<p>IMPORTANT: Next Sunday is the default. You MUST select the appropriate Effective Date.</p> <p><i>Please remember to enter your compensation changes prior to the Effective Date.</i></p> <ol style="list-style-type: none"> Select a reason for the change (e.g. Annual) and click OK. 													
Comp Change	<ol style="list-style-type: none"> Click  on Hourly / Salary row to enter a new amount. Enter updated Amount. (2 decimal places, ex: 14.50) Click Done. Click Submit. 	 												
Comp Change Approval	<table border="1"> <thead> <tr> <th>For Employee Type:</th> <th>Change Initiated by:</th> <th>Approval:</th> </tr> </thead> <tbody> <tr> <td>Part-time</td> <td>Manager</td> <td>No approval needed if new pay is within pay range for your region, AND increase is no more than \$1 per hour. Otherwise, routed to AVP for approval.</td> </tr> <tr> <td>Full-time</td> <td>Regional HR Admin</td> <td>Routed to AVP for approval</td> </tr> <tr> <td>DTD Employees</td> <td>Manager or Regional HR Admin</td> <td>Routed to VP for approval</td> </tr> </tbody> </table> <p>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.</p>	For Employee Type:	Change Initiated by:	Approval:	Part-time	Manager	No approval needed if new pay is within pay range for your region, AND 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	
For Employee Type:	Change Initiated by:	Approval:												
Part-time	Manager	No approval needed if new pay is within pay range for your region, AND 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												
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.													