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Workday – MSS Terminations Approval
Quick Reference Guide

workday. Employee Self Service

Regional Office HR Admins	Approve terminations for Part Time employees in your Region
Regional AVPs/VPs	*Regional Office HR Admin will initiate terminations for full-time employees in your Region and an email will be sent from **DiscountTireHR** when the termination is complete.*
DTD Regional Office HR Admin	Approve terminations for DTD employees

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.

Approving Termination Requests

1. Click the link in the email and log into Workday.

2. Click **Inbox** and select the **Terminate** link on the **Actions** tab.

3. Review the requested termination on the right. Scroll down to view entire request.

4. As the approver, you can update and/or correct the reason and dates in the termination request before approving it. If the termination request needs to be revised, click on the data that needs to be edited and make the changes.

5. Click **Approve** to finalize the termination.

Note: Clicking **Deny** cancels the termination.

[Right side screenshots:]

Actions (1) — **Archive**
Viewing: All | Sort By: Newest
Terminate: Austin Danger Powers (999999)
8 day(s) ago - Effective 01/01/2019

Reason
Primary Reason *
Voluntary > Return to School

Details
Termination Date *
10/26/2018

Last Day of Work *
10/26/2018

Pay Through Date *
10/26/2018

Approve

Contact: Please contact Human Resources with any questions or concerns.

Provided by: Human Resources
Designed by: HR – LS

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