Workday Manager Self Service (MSS)
Viewing Employee Data 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.

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Manager Self Service (MSS)	As a manager, you may view, print and/or export pay and job information about your team members. You may also make changes to your employees' compensation, initiate terminations (except Corporate terminations), and perform required tasks in the onboarding of new employees; these items are covered in other task-specific Quick Reference Guides available on the Knowledge Center.
My Team	To start, click **My Team** from the Workday Hompage to see a list of your direct employees AND employees who report to your direct reports. (This is only available to Managers.) **Note:** For stores, this list shows employees reporting directly to the store manager.
Viewing Employee Data	On the **My Team** page, click an employee's name or click on the **My Direct and Indirect Workers** link, then click an employee's name to view the following information about the employee: • **Job** – Details including Employee ID, Job Title, Employee Type, Management Level, Time Type, Location, Hire Date(s), Contact Information, More • **Contact** – Home Address, Work Address, More • **Time Off** – Balance shown in hours • **Compensation** – Current Salary, Effective Date, Pay Grade
Using the Actions Button	The Actions button (next to the employee's name) makes it easy to navigate to the specific data you want to view. The **Actions** include Compensation, Personal Data, Time and Leave, and Worker History.

Viewing Compensation	1. Click the **Actions** button.
	
	2. Select **Compensation** from Available Actions and then choose:
	  • View Compensation
	  • View Compensation History
	  • View Compensation Basis Details
	
	Note: Select **Request Compensation Change** to initiate a Compensation Change (see MSS Compensation QRGs for more details).
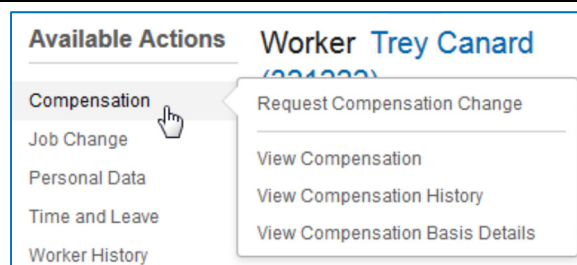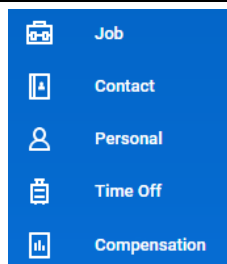
Viewing Personal Data

1. Click the **Actions** button.

2. Select **Personal Data** from Available Actions and then choose:
   - View Contact Information
   - View Emergency Contacts
   - View Primary Address Changes
   - Maintain Names
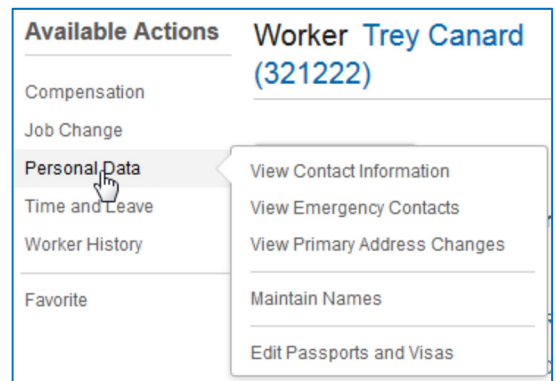
Viewing Vacation/Sick or PTO

1. Click the **Actions** button.

2. Select **Time and Leave** from Available Actions and then choose:
   - View Time Off
   - View Time Off Balance
   - View Time Off Results by Period
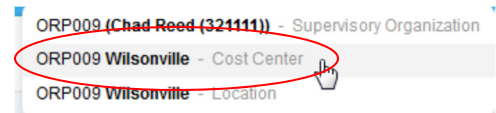   - View Carryover Balances
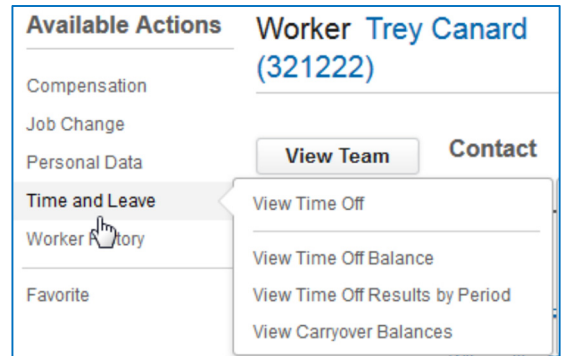
Viewing Worker History

1. Click the **Actions** button.

2. Select **Worker History** from Available Actions and then choose:
   - View Worker History
   - View Worker History by Category
   - View Manager History

Printing / Exporting Team Data
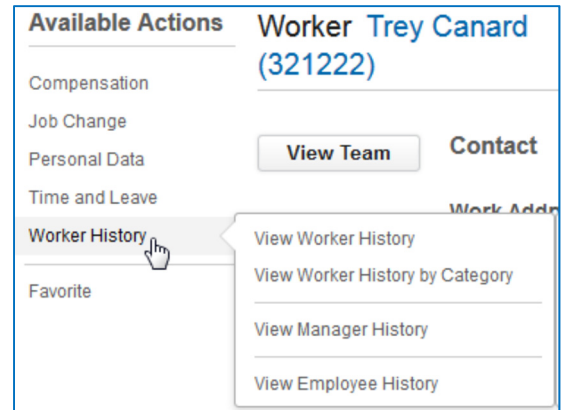
Managers can easily print or export employee data to create up-to-date lists for a variety of purposes.

1. Start by searching for the store or department using the Search box. *For example, enter ORP009 (or for Corporate enter AZO008) in the Search box.*

2. A dropdown list will appear below the Search box. Select the **Cost Center** option from the dropdown list.

3. Click the **Members** tab to show employees for the store or department.

4. Select the Printer icon or the Excel icon at the right.

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