Workday Onboarding 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.

Note: Onboarding requires both the employee and manager/senior to complete Workday actions. This document outlines the Workday tasks required of both parties. For complete instructions of the Store Employee Onboarding process including responsibilites of HR, the Regional Office, Manager and Employee, see the Workday page on the KC.

Employee Tasks:

Employee log in

IMPORTANT: We recommend NOT using a tablet or smartphone to complete the required actions in Workday. Speak with the Manager or Senior Assistant Manager if you would like to use a store/ company computer to complete Workday tasks for your onboarding.

1. Log into Workday, using your six-digit user name (your employee ID sent in your Welcome email) and the password you set up when activating your Okta account.
2. Click the Inbox to get started.

Complete Inbox actions

1. For each action in your Inbox (on the left side), complete the form on the right side of the screen.
2. Click the edit icon to open and edit a field or section.
3. At the bottom of each form, check "I agree," if needed.
4. Click **Submit,** then click **Done.**
5. Repeat these steps for the next Inbox action; new Inbox actions may appear as the previous actions are completed.

Return to the Inbox several times to complete all the following actions:

- Review/Update Name, Personal, Contact Information
  Legal name, address, gender, date of birth, and marital status are required.
- Complete Tax Withholding Elections (Federal W-4 and applicable state and local)
- Add Emergency Contact
  Name + phone or email are required.
- Add Direct Deposit
  Adding a direct deposit account is optional, but you must click ***Submit*** *to complete this step.*
- Review Documents
- Complete Form I-9
  Social security number is required. This is the last step for the employee.

Check for additional tasks at any time in the process by clicking the inbox in upper right corner.

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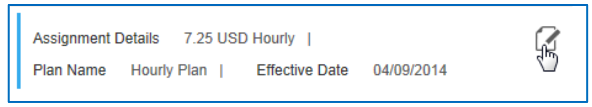
Manager Tasks:

Complete Inbox actions

After the employee completes all onboarding actions, the Manager/Senior logs in and completes the following Inbox actions. (Note: Regional Office completes tasks for full-time store employees.)

- Review Form I-9
  Complete Section 2. Hire must show 1 document from List A, or 1 document from List B and 1 document from List C.
- E-verify Photo Match (AL, AZ, GA, LA, MS, NC, SC, TN, UT)
  ** not always included*
- Propose Base Pay
  Click edit icon for Assignment details.
  Update amount within pay range.



- Edit Passports and Visas
  Complete this form for hires under 18 in CA, GA, IN, MI, NC, OH, WA, WI.

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