

## Pre-hire Checklist

### Welcome!

Welcome to Discount Tire / America's Tire! This checklist outlines several things you need to do before you can start working. Follow these directions **step-by-step**. Any missing step will delay your ability to start working.

### Your Onboarding Appointment:

**IMPORTANT:** Make note of the day and time you need to return to finalize the hiring process.

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

If you don't already have an onboarding appointment set, the Manager or Senior Assistant Manager will call you to set a time to return to the store to complete the hiring process.

**Write your appointment time here so you don't forget!**

### Gather info and documents

You will need:

- An Emergency Contact Name and Phone Number
- Your bank account and routing number  
(if you want Direct Deposit for your paychecks)
- Your Social Security Number
- Valid original documents to verify your identity and eligibility to work
- Your work permit (if less than 18 years of age and required by your state)

**IMPORTANT:** view the options of what identity and work documents you can use at the following link:  
<http://www.uscis.gov/files/form/i-9.pdf>

### Watch for a Welcome Email from Workday

**Workday** is the Human Resources system of record we use for managing employee data and pay. Watch for an email message from [workday@discounttire.com](mailto:workday@discounttire.com) **within one day of your onboarding appointment**. The email subject will say **Welcome to Discount Tire** and the message will include:

- a six-digit user name (your employee ID)
- a link to "Activate Okta Account"
- instructions for completing your Okta account set up

**NOTE:** If you do not receive the email, please contact the Information Center at 800-366-4399 or [support@discounttire.com](mailto:support@discounttire.com).

### Okta account set up / First time log in to Workday

Your Workday login is validated through **Okta**, the Company's identity management system.

**Follow the instructions attached to your Welcome Email to set up your Okta account.**

When your Okta account set up is complete, if you are not automatically logged in to Workday, click the Workday tile to log in.

### Fill out forms in Workday



**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 computer to complete Workday tasks during your onboarding appointment.

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



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

Use your employee ID number and the password you created in your Okta set up to log in.  
**Forgot your password?** Follow on-screen instructions if you need help signing in.

 **Fill out forms in Workday (continued)**



**Click your Inbox in Workday and follow these steps:**

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.



Inbox

**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 I-9 Form  
*Social security number is required.*

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

 **Show I-9 documents**

Bring valid original documents that verify your identity and eligibility to work with you to your onboarding appointment. You will show these to your Manager or Senior Assistant Manager.

**Questions?**

Please call the Manager or Senior Assistant Manager with any questions regarding your new position. If you have questions or need help regarding your Okta or Workday activation and set up, please contact the Information Center at 800-366-4399 or [support@discounttire.com](mailto:support@discounttire.com).