



Workday Full Time Newly Benefit Eligible Enrollment 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 and Okta password to log in.
Forgot your password? Follow on-screen instructions if you need help signing in.

NEWLY ELIGIBLE EMPLOYEES

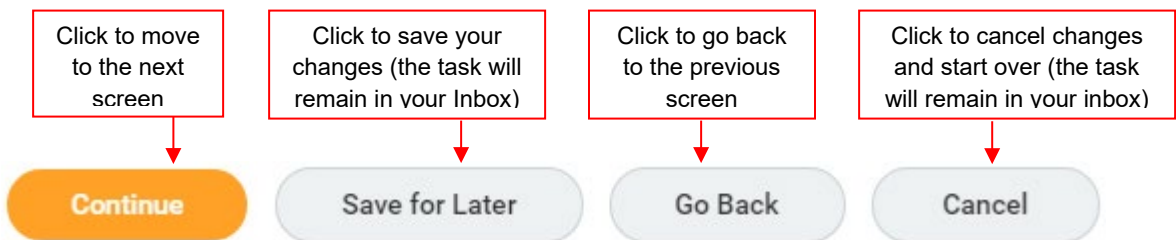
To enroll in Full Time Benefits, click your Workday **Inbox** to open the “Benefit Change” task.




Inbox

At the bottom of each Workday screen, there are four navigation options:

Navigating Workday Enrollment



Tobacco Free Affidavit and Health Care Elections

- If you qualify, attest to being **Tobacco Free** by clicking **Yes** and receive the 2021 Wellness Rate.
- For each type of health care benefit – **Medical, Dental and Vision** – click **Elect** to select a Benefit Plan, or click **Waive** to waive coverage.
- To select dependent(s) you want to cover, click , then select **Existing Dependent** and check the box by their name(s). To create a new dependent, click **Add My Dependent From Enrollment**, enter the details of your dependent in all required fields (marked with *), then click **OK**.

TOBACCO FREE AFFIDAVIT

By selecting YES below, I hereby attest and agree that I do not but not limited to cigarettes, e-cigarettes, cigars, snuff, chewing tobacco, or any other tobacco products, I will enroll in the Health Savings Plan.

1 Agree to notify Corporate Human Resources promptly if at any time I am currently using nicotine or tobacco products, I will enroll in the Health Savings Plan.

Yes
 No

2 Vision - Superior Vision Elect Waive

3 Spouse Name

4 Employee + Spouse

To remove a dependent from the list, click the **X** next to the name. For additional help, see the **Adding Dependents and Beneficiaries QRG** from [Workday Help on the Discount Tire Family Website](#).

- The coverage level will automatically populate based on the dependents you selected to cover.

Health Savings Account (HSA) Elections

- If you enrolled in the Health Savings Plan, elect the Health Savings Account (HSA) Even if you do not plan to contribute to the HSA, you must elect the HSA to receive the Company’s contribution ...
- Click **Elect**.
 - Enter the total contribution amount for the upcoming calendar year. *The weekly amount is calculated for you.*

Health Savings Account - Optum Bank

Elect Waive

1

Your number of remaining payroll deductions for the year: 51

How much do you want to contribute for the total year?
 500.00 **2**

How much do you want to contribute per paycheck (Weekly)?
 9.80

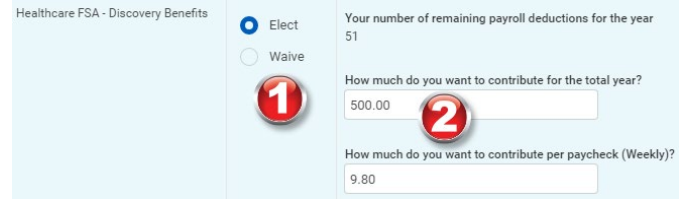
Note: Electing the Health Savings Account (HSA) is only available if you selected the Health Savings Plan. Choosing any other plan will display an inactive (“grayed out”) view of this screen; click **Continue** to move to the next screen. Also, if you enroll in the Health Savings Plan, you must reset your Health Savings Account **contribution amount** each year.

Flexible Spending Account (FSA) Elections

For each type of Flexible Spending Account – **Healthcare** or **Dependent Care** – you want to enroll ...

1. Click **Elect**.
2. Enter the total contribution amount for the upcoming calendar year. *The weekly amount is calculated for you.*

Note: FSAs do not carry over; you must enroll in the Flexible Spending Account(s) each year.



Insurance Elections (Life & Disability)

For each type of insurance – **Life, Short and Long Term Disability** – you want to enroll in ...

1. Click **Elect** or **Waive**.
2. If applicable, click and select from available coverage levels.



IMPORTANT: You are required to name a beneficiary for basic life insurance.

Beneficiary Designations

To add a new beneficiary, follow the instructions in the **Adding Dependents and Beneficiaries QRG** from [Workday Help on the Discount Tire Family Website](#). Beneficiaries named for Basic Life will also apply to Additional Life.

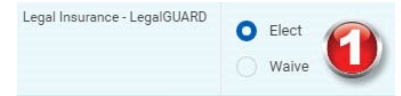
To change your current beneficiary election, click , then click and choose between **Beneficiary Persons** or **Trusts**, then select a name from the existing list. To add a new beneficiary, click **Create**, enter the details of your beneficiary in all required fields (marked with *), then click **OK**. Click to select **Primary Percentage** or **Contingent Percentage** and enter a value.

To remove a beneficiary, click next to their name.

Additional Benefits

Under Additional Benefits ...

1. If you want to enroll in **Legal Insurance**, click **Elect**.
2. On your effective date, you are automatically enrolled in the **Employee Assistance Program** and **Care@Work** benefits. These benefits do not need to be elected in Workday and are provided by the Company at no cost to you. Please review your Benefit Guide for detailed information on what's included in these free benefits, how to use the benefits, and copays that may apply when you use the services.



Review your elections, waived coverages, and any beneficiary designations carefully.

Review Elected Benefit Plans

If ...	Then ...
You need to make changes,	click Go Back to return to the appropriate page.
You are ready to submit your elections,	click I Agree , then click the Submit button. IMPORTANT: Click the Print button to print out your elections and save for future reference.
You need to make a change to your elections after you have submitted them,	contact benefits@discounttire.com or (800) 347-4348.
If there are any issues with the information submitted,	your Benefits Team will contact you and may send the task back to you to make changes. The task will appear in your Workday Inbox if this is required.

Questions?

Please contact your HR Benefits Team at benefits@discounttire.com or (800) 347-4348 with any Benefits Enrollment questions or concerns.