

# Workday Full Time Benefits Changes for Qualifying Events Quick Reference Guide

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

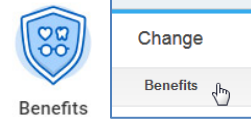


**Logging in anywhere else**  
Point your web browser to: <https://www.myworkday.com/tires>

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

To make changes to your current Benefit elections due to a qualifying life event:

- 1) Click the **Benefits** application from the Workday Home page
- 2) Click **Change > Benefits**



If you want to...	Then choose...	Documents you will need...
Add a dependent child due to birth, adoption, court order, legal guardianship	Birth, Adoption, Court Order, Legal Guardianship - Add a Dependent*	<ul style="list-style-type: none"> <li>•Verification of Birth or Birth Certificate</li> <li>•Adoption/Legal Guardianship document</li> <li>•Social Security Card for dependent (once you receive it; do not wait for the card to add your dependent)</li> </ul>
Add spouse or dependent due to marriage	Marriage - Add Spouse/Dependent*	<ul style="list-style-type: none"> <li>•Marriage Certificate for spouse coverage</li> <li>•Birth Certificate for child(ren) coverage</li> <li>•Social Security Card for all dependents</li> </ul>
Remove spouse or dependent due to divorce	Divorce - Remove Spouse/Dependent *	<ul style="list-style-type: none"> <li>•Divorce Decree</li> </ul>
Change beneficiary only	Change Beneficiary Only	<ul style="list-style-type: none"> <li>•No documents needed</li> </ul>
Change Life and Disability coverage	Change Life and Disability Coverage	<ul style="list-style-type: none"> <li>•No documents needed</li> </ul>
Update elections due to gain of other coverage	Gain of Other Coverage*	<ul style="list-style-type: none"> <li>•Proof of other coverage including effective date, benefits elected and covered persons</li> </ul>
Update elections due to loss of other coverage	Loss of Other Coverage*	<ul style="list-style-type: none"> <li>•Proof of loss of coverage including date of loss, benefits and persons affected</li> <li>•Marriage Certificate for spouse coverage</li> <li>•Birth Certificate for child(ren) coverage</li> <li>•Social Security Card for all dependents</li> </ul>


\* Requires supporting documents - Add attachment and include copy of document listed in the 'Documents you will need column'.

- 3) Select the appropriate Benefit Event Type
- 4) Enter Benefit Event Date (DOB, Marriage Date, etc.)

Benefit Event Date \*  

- 5) Click the **+** to add an attachment (Required for event types marked with an asterisk above)

**Attachments**

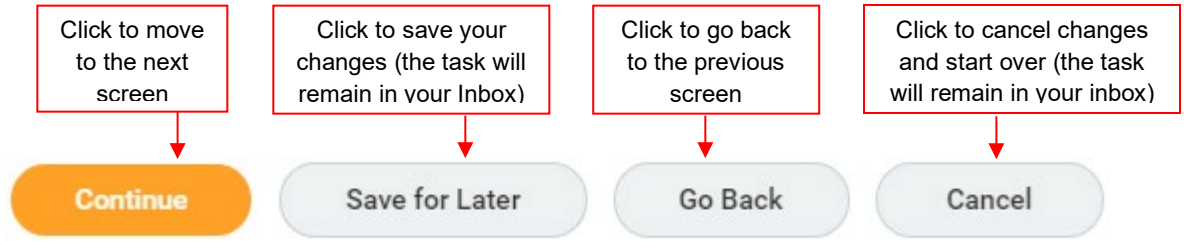
 Attachment

Submit this change, and then open the Change Benefit Elections task.

**Please note:** The plan elections available depend on the Benefit Event Type selected.


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

**Navigating Workday Enrollment**



**Tobacco Free Affidavit and Health Care Elections**

1. If you qualify, attest to being **Tobacco Free** by clicking **Yes** and receive the 2021 Wellness Rate.
2. For each type of health care benefit – **Medical, Dental and Vision** – click **Elect** to select a Benefit Plan, or click **Waive** to waive coverage.

3. 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**.

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](#).

4. 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)

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

**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.

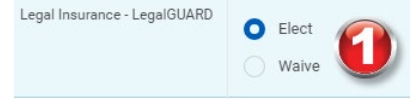
To change your current beneficiary election, click ⊕, then click ≡ and choose between **Beneficiary Persons** or **Trusts**, then select a name from the existing list. To add a new beneficiary, click **Create**, enter the details of your beneficiary in all required fields (marked with \*), then click **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

- If you want to enroll in **Legal Insurance**, click **Elect**.
- 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 <b>Go Back</b> to return to the appropriate page.
You are ready to submit your elections,	click <b>I Agree</b> , then click the <b>Submit</b> button. <b>IMPORTANT: Click the Print button to print out your elections and save for future reference.</b>
You need to make a change to your elections after you have submitted them,	contact <a href="mailto:benefits@discounttire.com">benefits@discounttire.com</a> 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](mailto:benefits@discounttire.com) or (800) 347-4348 with any Benefits Enrollment questions or concerns.