Workday Part Time Open 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

Log on to: https://discounttire.okta.com/

Use your Employee ID and Okta password to log in.

Forgot your password? Follow on-screen instructions if you need help signing in.

- **If you are currently enrolled in the Qualified Essential Coverage (QEC) medical only plan with the Health Savings Account (HSA), benefit coverage ends December 31, 2026.**
- **ALL Part-time employees who are QEC-eligible for 2027 must log in to Workday during Open Enrollment to elect or waive medical coverage and the HSA. When electing medical coverage, employees must also add any eligible dependents who need coverage. Enrollment is required to have coverage in 2027.**
- **Changes to benefit elections will be effective January 1, 2027.**

To start your benefits enrollment:

1. Click the **My Tasks** icon in the top right corner
2. Click **Open Enrollment Change** under the Actions tab to begin.

Tobacco Free Affidavit

If you qualify, attest to being **Tobacco Free** by clicking **Yes.** You will then be eligible for the discounted Wellness Rate for your medical benefit.

Navigating Workday Enrollment

Tiles for the benefits you are eligible to elect will populate on the page. Each benefit will be represented on its own tile, so be sure to scroll down the page and review each tile to ensure you have enrolled in each benefit you choose to elect.

Each tile will show one of three options to click to review the benefit information:

Enroll	Will display on benefit tiles you are not currently enrolled in.
Manage	Will display on benefit tiles once you are enrolled in the benefit.
REVIEWED	Will display on benefit tiles after you review the information in that tile.

At the bottom of each Workday screen, there are navigation buttons. Buttons visible will depend on the page you are currently viewing.

Review and Sign	Click when you are finished electing your benefits.
Save for Later	Click to save your changes and exit the Benefit Change task (the task will remain in your Inbox).
Confirm and Continue	Click to confirm your election and proceed to the next step.
Cancel	Click to cancel changes and return to the previous screen.

Save	Click to save changes and return to the main benefit screen.

Health Savings Account (HSP) Elections

1. For **Medical** benefits click **Select** to elect the Health Savings Plan (HSP) or click **Waive** to waive coverage.
2. Click **Confirm and Continue**.
3. If you elect the HSP plan, you will be taken to the add/remove dependents page. Dependents already entered in Workday will be listed, or you may add a new legal dependent by clicking the **Add New Dependent** button. Required fields for new dependents will be marked with *.

Note: Before saving your changes, check that all legal dependents you would like to be covered by your plan have a checkmark next to their name.

For additional help, see the **Adding Dependents and Beneficiaries QRG** on the discounttirefamily.com website.

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.

1. Click **Select**, then **Confirm and Continue**.
2. You may choose to enter the amount per paycheck you would like to contribute, or enter the total amount you would like to contribute for the plan year. If you would only like to receive the company contribution and would not like to contribute more, **enter 0**. You may increase or decrease your weekly contribution amounts in Workday any time throughout the year.

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. If you enroll in the Health Savings Plan, you must reset your Health Savings Account **contribution amount** each year during Open Enrollment.

Review and Sign

Review your elections, waived coverages carefully.

If …	Then …
You need to make changes	Click **Save for Later** to exit the benefit event without submitting your elections. Your elections will be saved and you can reopen the Benefit Event to make changes by clicking the task in your Workday Inbox.
You added a new dependent	Click **Select Files** in the **Attachment** section to upload required documents for any new dependents.
You are ready to submit your elections	Click the **I Accept** checkbox, then click **Submit**. **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	**Before** Open Enrollment ends: Click the **Menu** button in the uppper left corner Click the **Benefits** worklet Click the **Change Open Enrollment** button
If there are any issues with the information submitted	Your Benefits Team may contact you for additional information, including required documents for legal dependn
Questions?	For questions or enrollment support, contact: Benefits@discounttire.com Tire Rack Employees contact: humanresources@tirerack.com