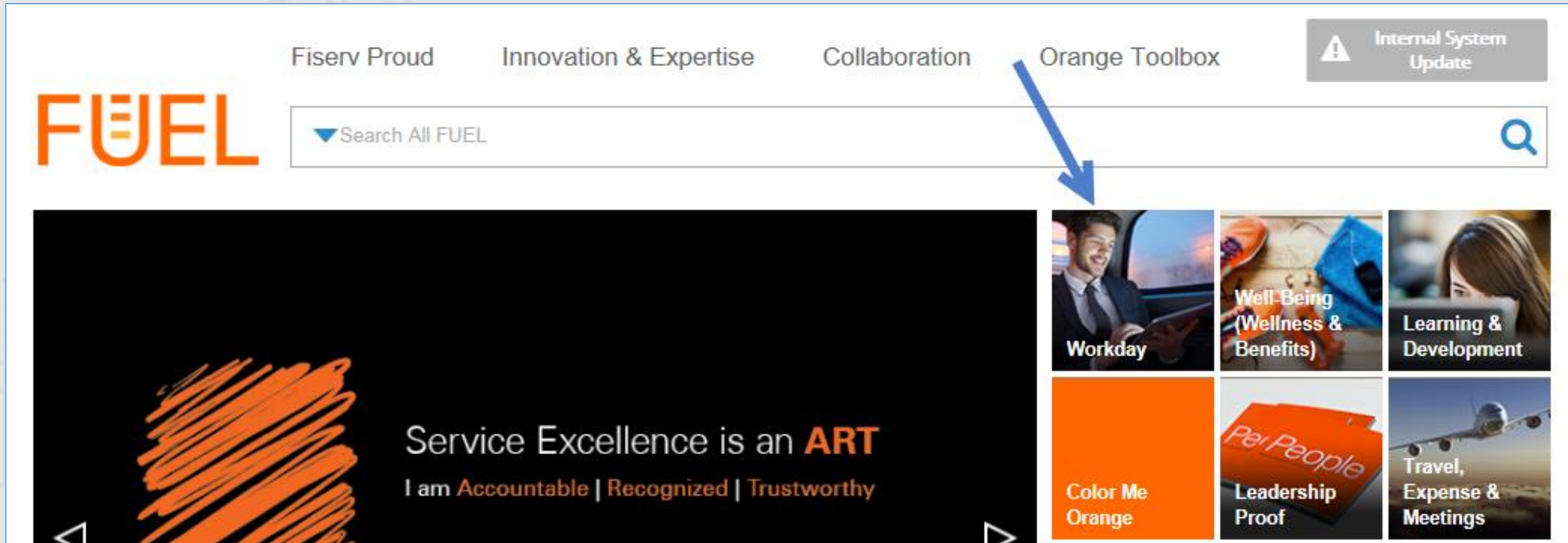


Accessing Workday – Step1: Access FUEL via FD Today



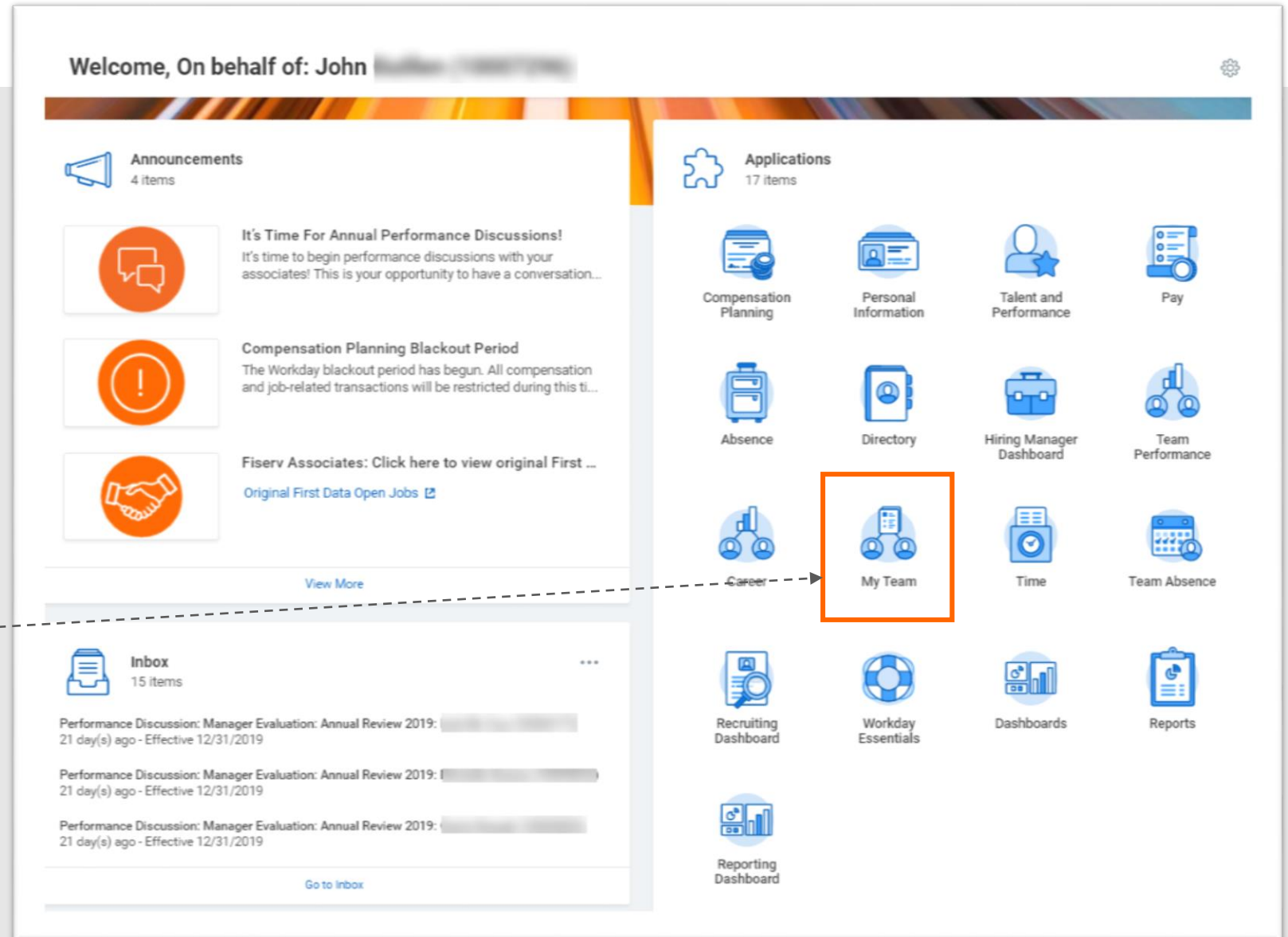
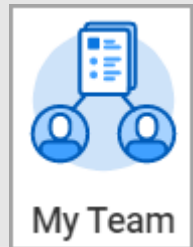
Accessing Workday – Step 2: Access Workday via SSO

- Workday is then accessed via Single Sign On through FUEL



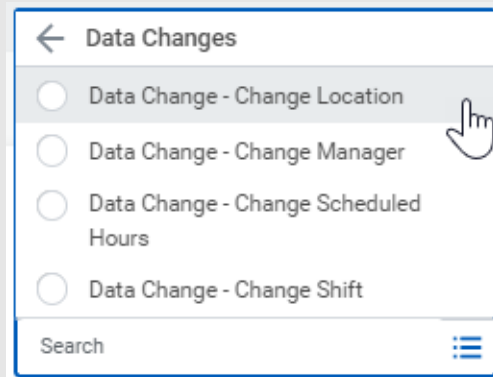
Initiating Transactions

Initiate most Manager Self-Service (MSS) transactions from the **My Team** worklet/ Application



My Team - Actions

Initiate transactions from the Actions menu as shown here.



Includes Voluntary & Involuntary Terminations

