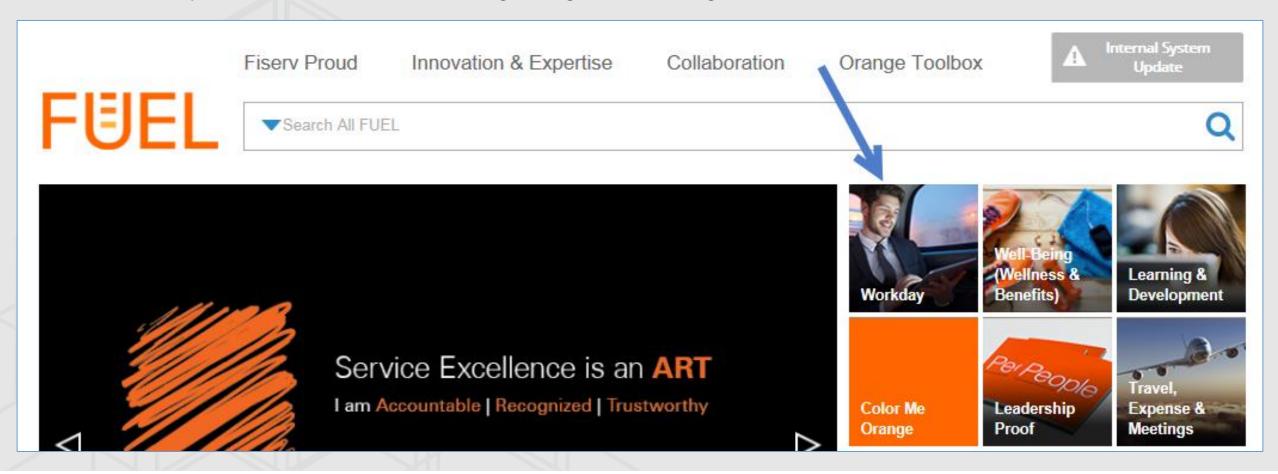
Accessing Workday – Step1: Access FUEL via FD Today



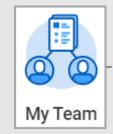
Accessing Workday – Step 2: Access Workday via SSO

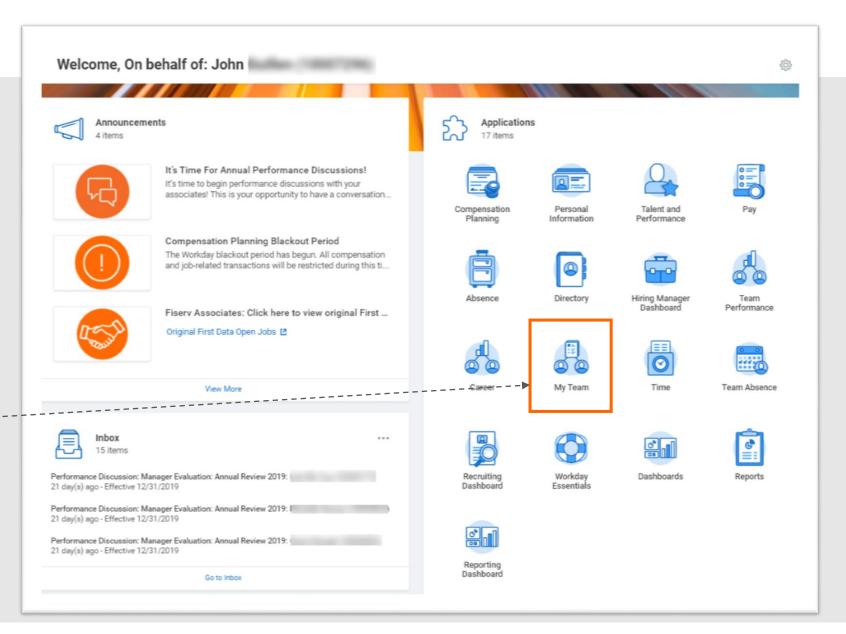
Workday is then accessed via Single Sign On through FUEL



Initiating Transactions

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





My Team - Actions

Actions View Initiate transactions from the Transfer, Promote or Change Job Compare Team Actions menu as shown here. Change Location Timeline Business Title Change Headcount Data Changes Management Chain Terminate Data Change - Change Location Data Change - Change Manager My Org Chart Data Change - Change Scheduled Hours Data Change - Change Shift Search Includes Voluntary & **Involuntary Terminations** More (14)