Workday

Employee Self Service

User Guide

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Welcome to Workday!

Workday is a web-based self-service application that offers a wide array of features and allows employees to access, view and edit their personal information.

Associates can access Workday from any computer with Internet access through a supported browser (ex. Google Chrome). Older versions of Internet Explorer are not supported.

You can access Workday from this web site –https://wd5.myworkday.com/jjill/login.flex

This Employee Self Service manual is designed to provide you with the information you need to successfully use Workday to view and/or update your personal information and make benefit selections.

The Employee self service Worklets (Personal Information, Benefits, Time Off, Pay and Expenses) are located on the Home Page and allow employees to access their personal information such as address, phone numbers, emergency contacts and benefits.

Glossary of Workday Terminology

Action: (or Event or Task) a transaction within Workday (ex: hire, rehire, termination, onboarding, send back, deny). List of actions found in your Inbox

Approve: indication that a Manager has reviewed and approved a proposed action (job change, expense report, etc)

Business Process: a sequence of one or more actions/events/tasks that accomplishes a desired business objective (ex: hiring an employee)

Cancel: canceling a business process stops the workflow in process and reverses any changes made to Workday data. Only the initiator of an action can cancel it

Deny: indication that a Manager does not approve the proposed action. The business process is stopped. If a Manager denies, rather than sends back an action, the action cannot be changed and resubmitted; the action must be restarted from the beginning

Event: another word for Action or Task

Home Page: (or Landing Page) display's a collection of different Worklets to enable associates to quickly view and perform tasks (ex: My Team, Personal Information, Benefits)

Inbox: the Inbox contains a chronological list of actions. Actions are business processes transactions, tasks or to dos that need to be completed in Workday.

My Account/View Profile: found on the tool bar, it's a quick way to view your profile, change your password or change your Preferences. This is where Notifications are located

Navigate Menu: found on the header tool bar, it's a quick way to get to your home page or favorites

Notifications: notifications of completed business processes

Payment Elections: (another word for direct deposit)

Send Back: indication that a Manager is not approving the action as submitted, and changes to the action must be made before it is approved. The action contains notes which that indicate corrections/changes to the actions that must be completed. The action can then be re-submitted for approval

Search Box: found on the tool bar, the search box is a quick way to search for reports or tasks

Task: (or Action or Event) a Business Process step that a Manager must complete. List of tasks (actions) found in your Inbox

To-Dos: reminders (that appear in your Inbox) to complete parts of the business process before the workflow will go to the next step

Tool Bars: header tool bar: found at the top of all Workday screens, it contains the search box, navigate menu, your profile and inbox icons

footer tool bar: remains stationary at the bottom of it screen, it contains the OK, Submit and Cancel buttons

W4 Form: a tax form prepared by an employee for an employer indicating the employee's exemptions and Social Security number, and enabling the employer to determine the amount of taxes to be withheld for the employee

Workflow: the logic applied to the business process for the purpose of control. Workflow defines who can perform each task and provides a routing mechanism to flow the task execution from one user to another

Worklet: a title (icon) found on the home page. Provides easy access to tasks and information used on a regular basis (ex. My Team, Anniversaries, Birthdays, Personal Information, Pay and Expenses) Worklets are configurable and moveable

Accessing Workday

User ID:
Your User Name is your Employee ID, which your Manager entered on the Workday New Hire Onboarding Quick Start Form on your first day of work. Your Employee ID (Emp ID) can also be found on your paycheck or on your associate discount card. On your discount card is the seven digits which appear after the 99(xxxxxxx) in the upper left on the card.

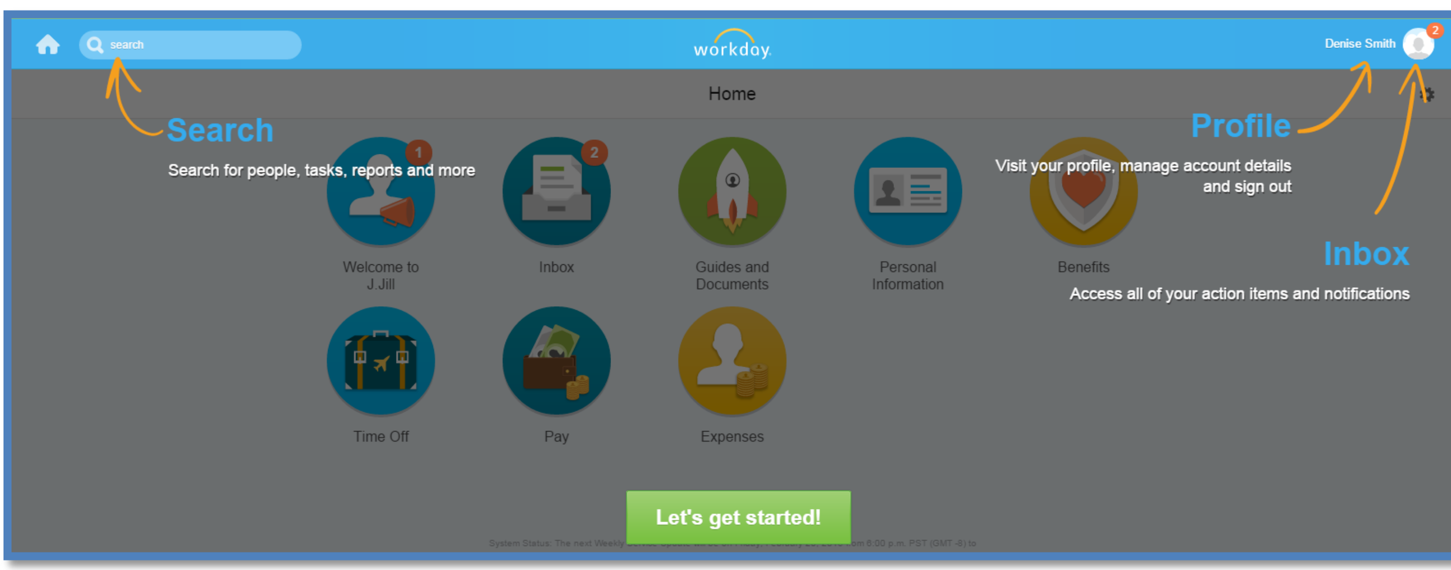
Password:

- The initial password for all newly hired associates follows the below cadence:
  - Last 4 digits of Employee ID (e.g. 9260)
  - 'aaa'
  - '00'
  - Example: 9260aaa00
- The initial password for all rehired associates follows the below cadence:
  - Last 4 digits of Employee ID (e.g. 9260)
  - The first three lower case letters of your birthday month (e. g. dec for December)
  - 2-digit birth day of month (e.g. 25)
  - Example: 9260dec25
- Click "Sign In"
- System will prompt you to change your password

- New passwords must be at least 6 characters in length and must have at least 1 number and 1 lower case alpha character
- Users are locked out of their account after six failed log-in attempts
- Passwords can be reset by:
  - Calling the J. Jill Help Desk at (855) 771-5455; password will be reset to follow above rehire cadence
  - If you have been locked out, you will need to wait for 15 minutes after the Help Desk resets the password, before attempting to log into Workday again

Workday Login page (desktop)

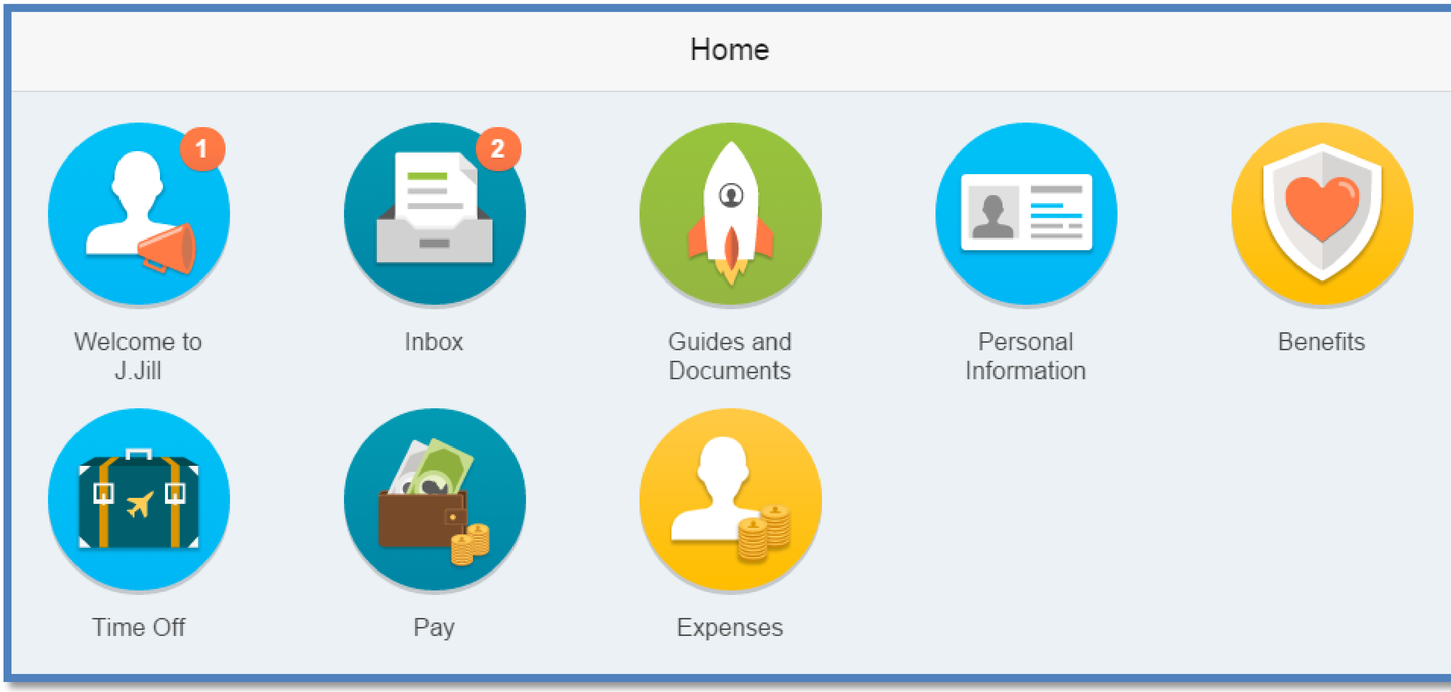
Workday Quick Tips screen



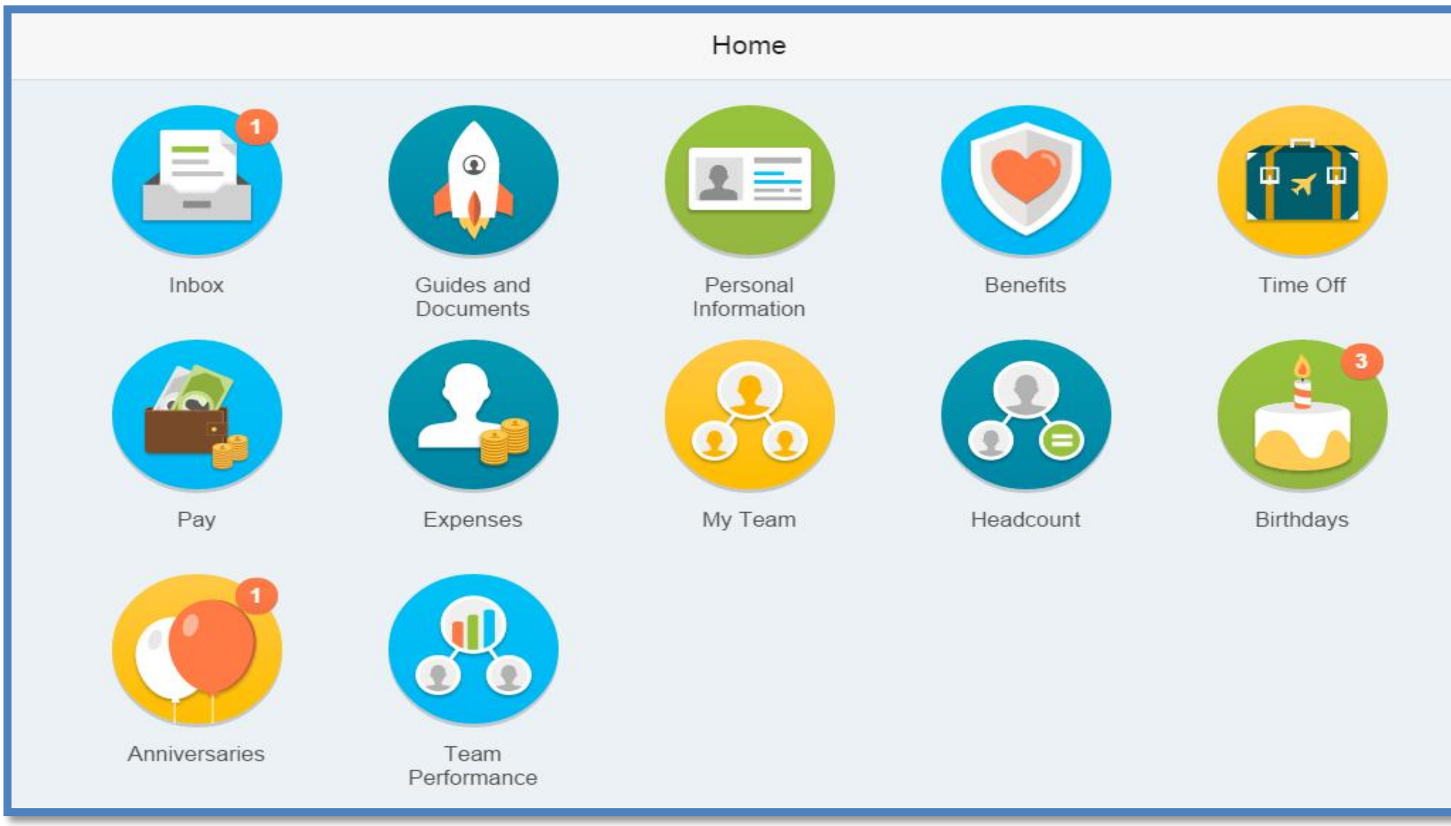
Upon accessing the new Workday user interface for the first time, associates will see the above Quick Tips screen, noting several features located on the tool bar of the new home page.

Upon logging into Workday and landing on the Workday Home page, visibility to various Worklets will be based upon role.

Workday Home page (of an associate that does not have a Team)



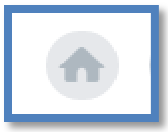
Workday Home page (of an associate that has a Team)



Navigating the Home Page

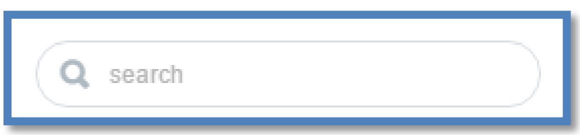
Header Tool bar

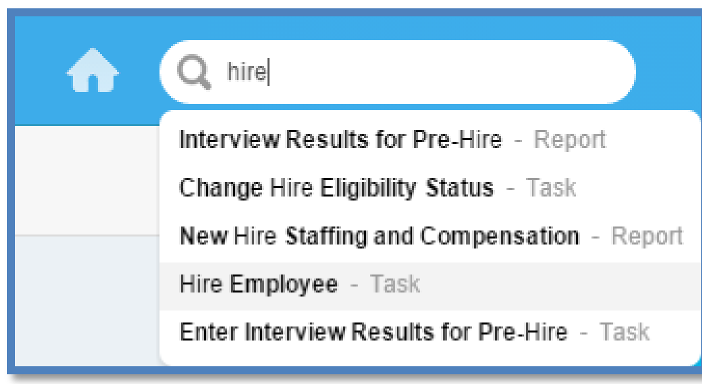
Home icon



Clicking on the 'Home icon' is a quick way to get to (or back to) your 'Home' page or favorites.

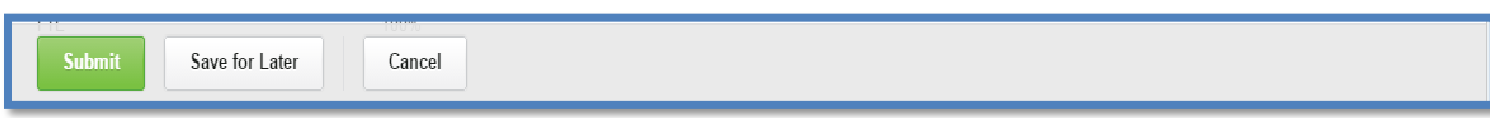
Search box





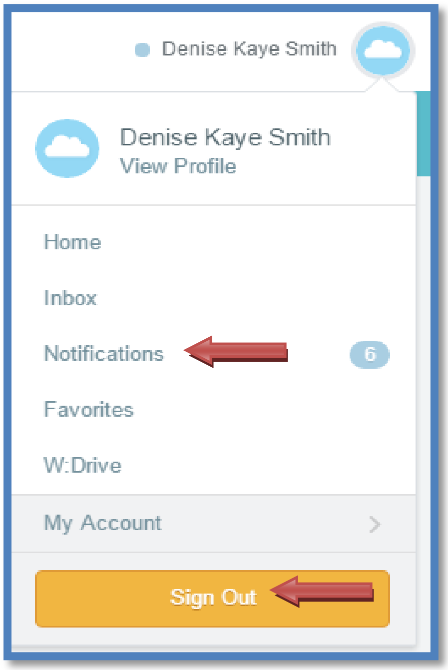
The Search box is place to enter data and quickly search for reports or tasks.

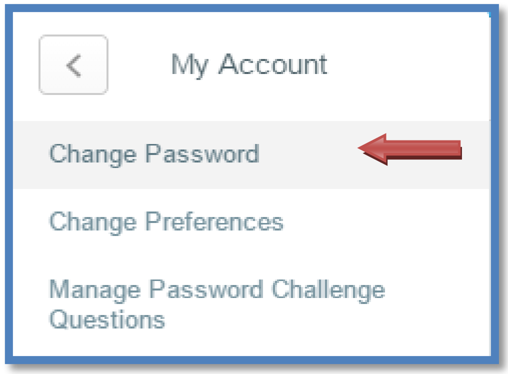
Footer Tool bar

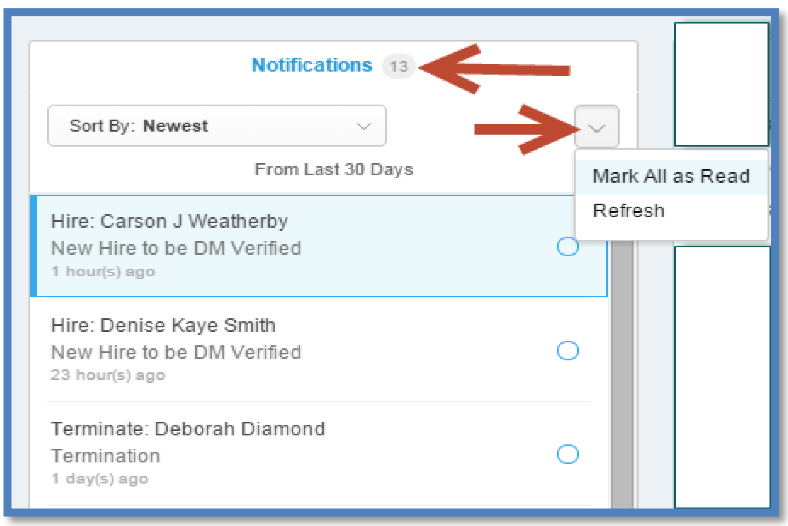


The tool bar with the action buttons (OK, Submit, Cancel) now remains stationary at the bottom of each screen.

View Profile Icon





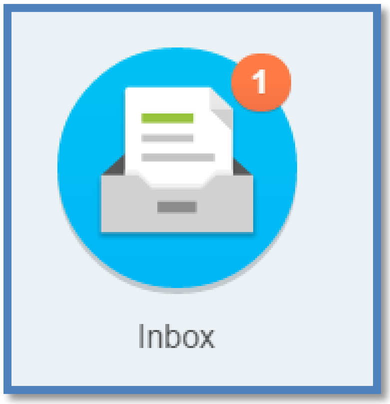


Clicking on the 'View Profile' icon allows you to navigate to various functions quickly:

- Home – another way to get to your Home page
- Inbox – a way to get directly to your Inbox without having to go to the Home page first
- Notifications - Notifications are just that; notifications of completed business processes. To delete Notifications click on the down arrow and click "Mark All as Read"
- Favorites – currently not in use
- W: Drive ? – currently not in use
- My Account -
    - Change Password
    - Change Preferences
    - Manage Password Challenge Questions – currently not in use
- Sign Out – sign out of Workday

Worklets on the Home page

Inbox Worklet

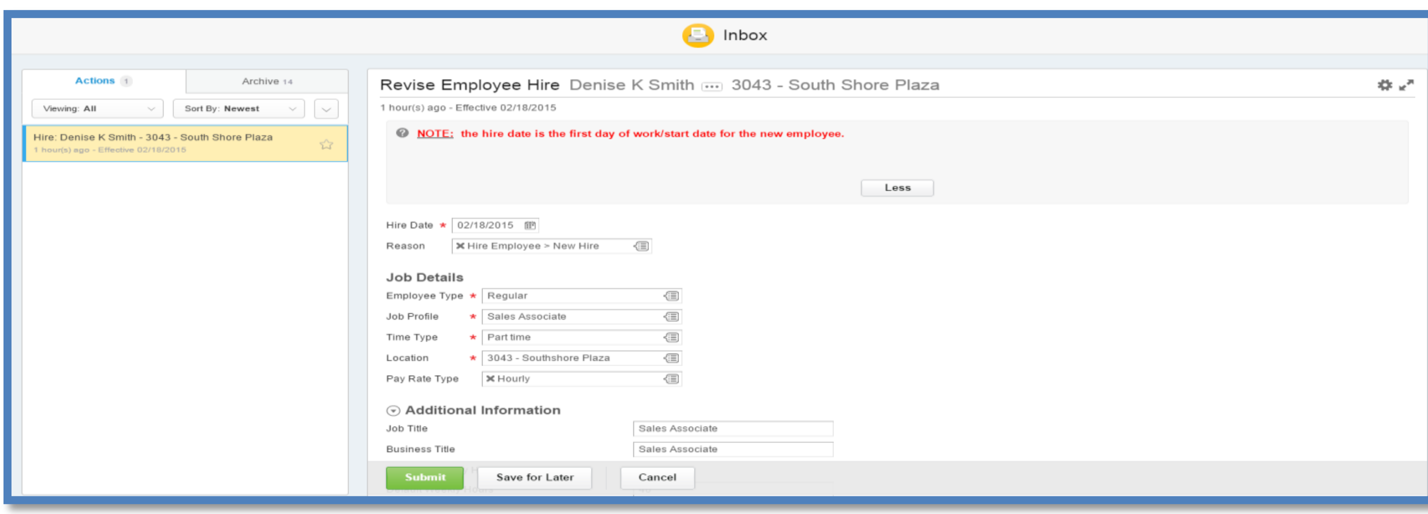


When clicking on your Inbox Worklet, it opens full screen, with the first action to be completed, already open on the right side of the screen.

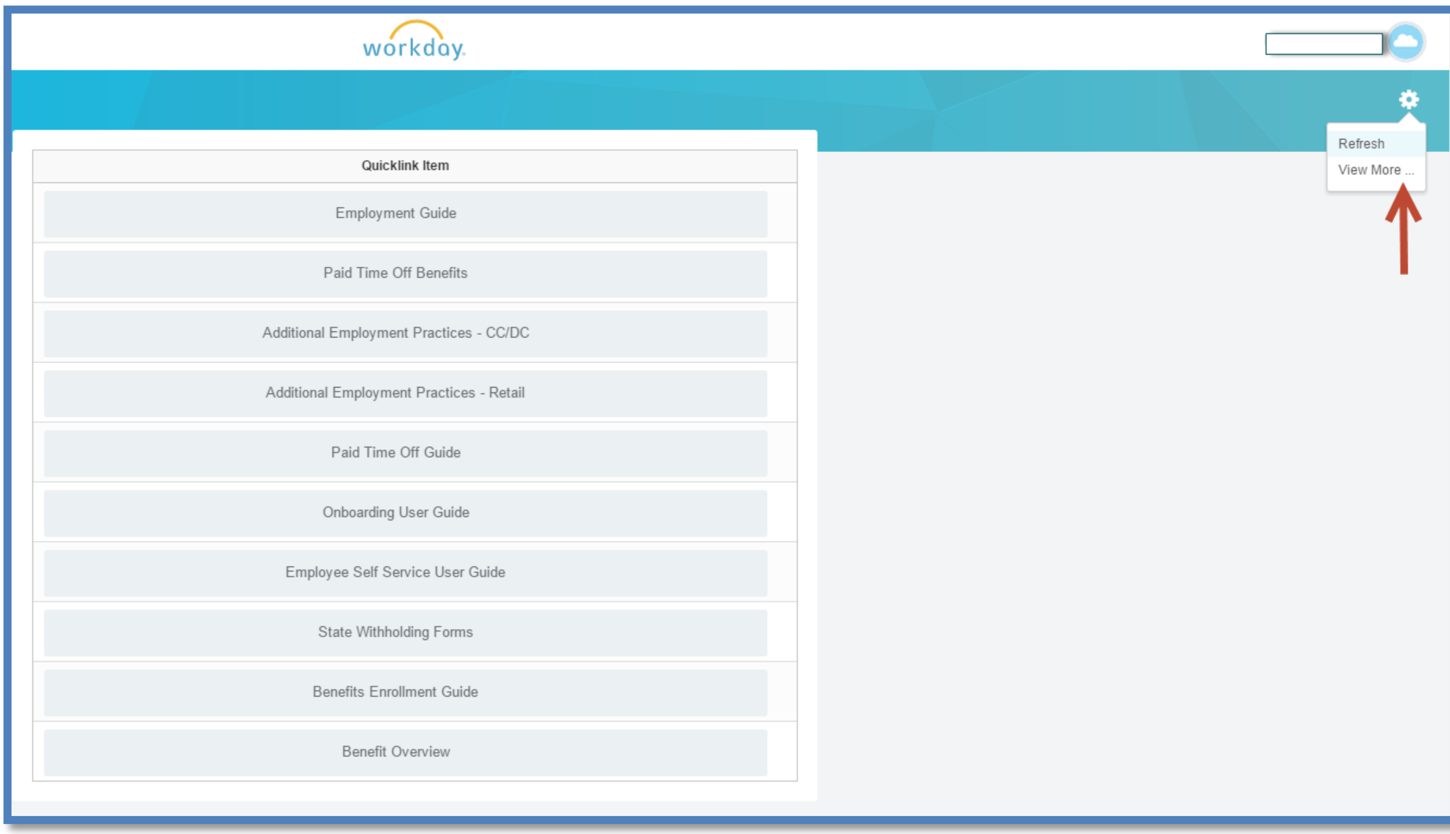
The Inbox contains an Action tab and an Archive tab:

Actions are business processes that require your approval (number of pending actions are noted by the orange number in the circle on the Worklet).

Archives is a list of completed business processes from the past 30 days.



Guides and Documents Worklet



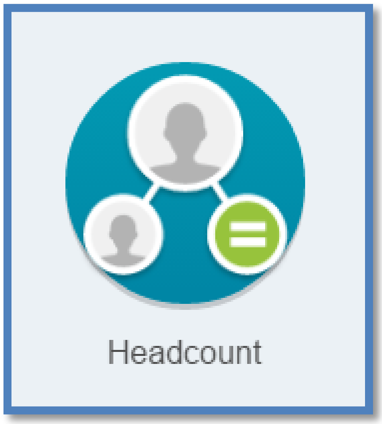
Click on the gear wheel icon and click “View More” to expand the Quicklink to show all available items.

The Guides and Documents Worklet contains links to various documents: Benefit Plan Information, State Withholding Forms, Workday ESS, Expenses and Onboarding Guides.

The Guides are useful tools to navigate through the Workday application and are updated periodically.

Headcount Worklet

Note: this Worklet will only appear on the Home page of an Associate that has a Team.



- Clicking on the Headcount Worklet will display the name and title of Workers on their teams

Headcount

Organization	Workers	Available
3020 - Natick Mall	9	0
3021 - Providence Place	7	0
3037 - Burlington Mall	12	0
3043 - South Shore Plaza	26	0
3084 - The Mall At Chestnut Hill	7	0
3105 - Solomon Pond	8	0
3138 - Garden City Center	11	0
3153 - Derby Street Shoppes	1	0
3280 - The Village At Colony Place	10	0
3326 - Brookside Shops	9	0
3406 - Cape Cod Mall	8	0
3636 - Market Street At Lynnfield	12	0
District 01	13	0
Total:	133	0

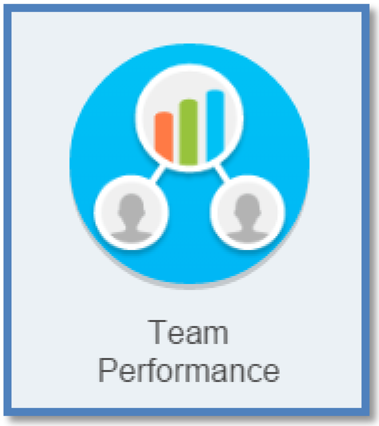
- Clicking on the number if workers in a location will display a roster list for that location

9 items

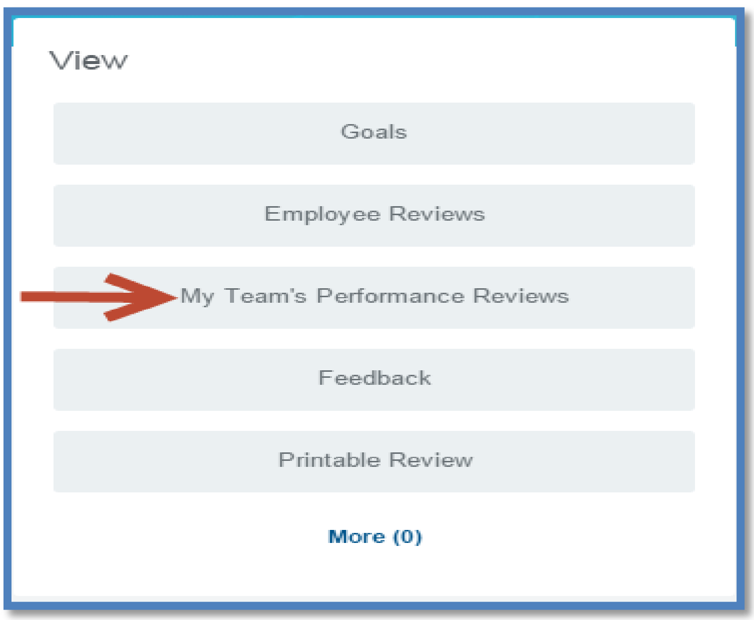
Worker	Organization	Job Profile	Active
	3020 - Natick Mall	Sales Associate	Yes
	3020 - Natick Mall	Assistant Manager	Yes
	3020 - Natick Mall	Sales Associate	Yes
	3020 - Natick Mall	Sales Associate	Yes
	3020 - Natick Mall	Sales Associate	Yes
	3020 - Natick Mall	Sales Associate	Yes
	3020 - Natick Mall	Assistant Manager	Yes
	3020 - Natick Mall	Sales Associate	Yes
	3020 - Natick Mall	Key Holder-Sales Asc	Yes

Team Performance Worklet

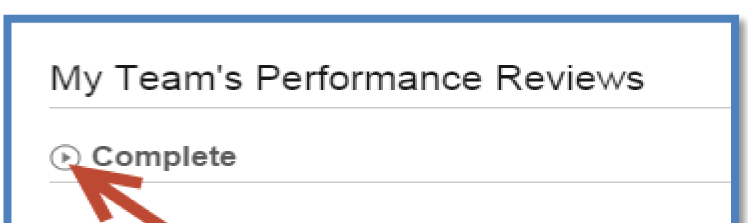
Note: this Worklet will only appear on the Home page of an Associate that has a Team.



- Clicking on the Team Performance Worklet and then 'My Team's Performance Reviews' will display your Team's individual performance ratings from 2011 to 2014
- Note: 'My Team's Performance Reviews' is the only View in use at this time



- Click on the  next to 'Complete' under 'My Team's Performance Reviews'



- Associates who have been part of this Team since 2011 (when Workday went live) are listed alpahbeticaly, with their Manager (Performance) Rating for each year

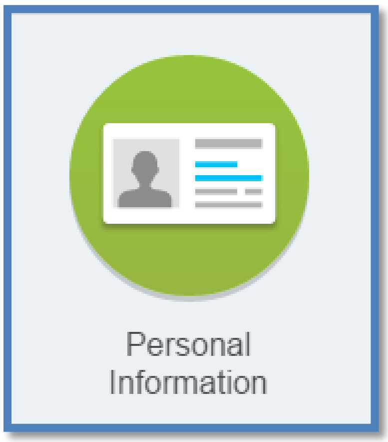
My Team's Performance Reviews

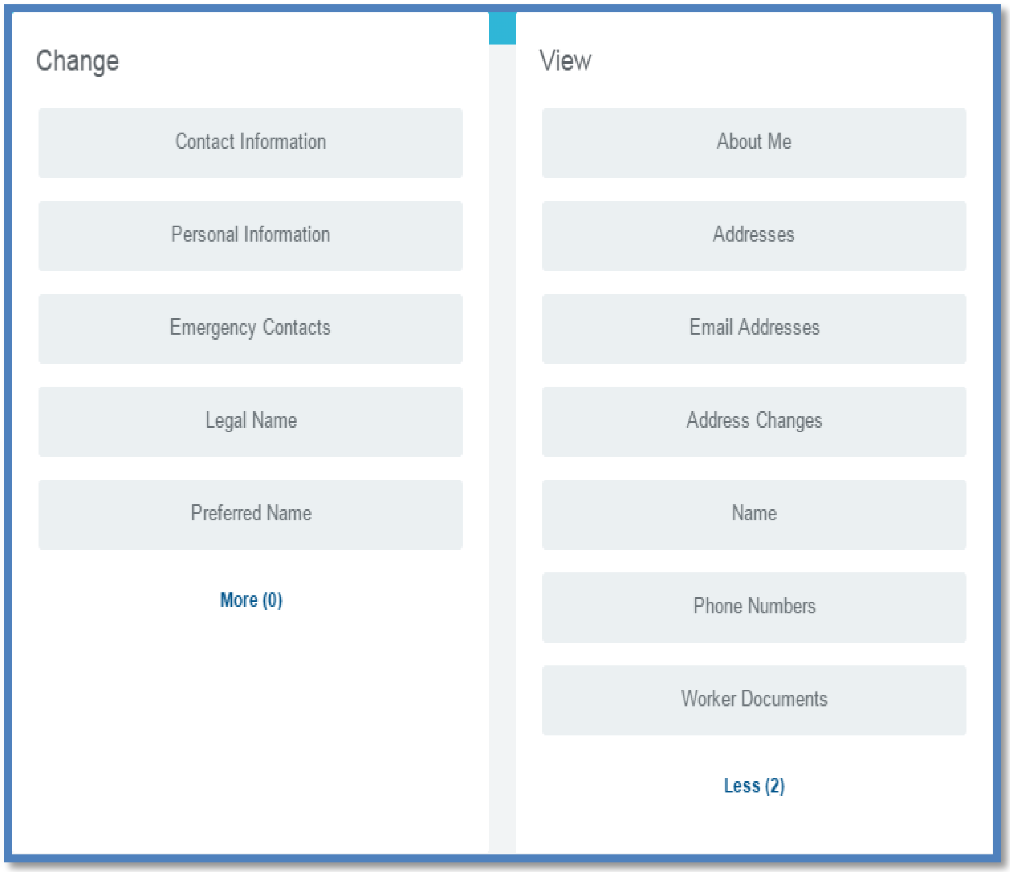
Complete

59 items

Worker	Performance Review	Manager Rating	Employee Rating	Period Start Date	Period End Date
	2013 Performance Review:	3		02/02/2013	02/01/2014
	2012 Performance Review:	0		01/29/2012	02/02/2013
	2013 Performance Review:	3		02/02/2013	02/01/2014
	2012 Performance Review:	3		01/29/2012	02/02/2013
	2011 Performance Review:	3		01/30/2011	01/28/2012
	2013 Performance Review:	4		02/02/2013	02/01/2014
	2012 Performance Review:	3		01/29/2012	02/02/2013
	2011 Performance Review:	2		01/30/2011	01/28/2012
	2013 Performance Review:	3		02/02/2013	02/01/2014
	2013 Performance Review:	2		02/02/2013	02/01/2014
	2012 Performance Review:	3		01/29/2012	02/02/2013
	2011 Performance Review:	3		01/30/2011	01/28/2012
	2013 Performance Review	3		02/02/2013	02/01/2014

Personal Information Worklet





From the Workday Personal Information Worklet, you can perform the following changes (**actions)**:

Contact Information Change

Personal Information Change

Note: Marital Status changes could have benefits implications, therefore your change request may be routed to the Benefits Department or create a benefit action for you to complete

Emergency Contact Change

Legal Name Change

Note: Legal name changes are routed to your HR Business Partner for approval. You will need to provide appropriate documentation.

Preferred Name Change

Note: Preferred name change requests are routed for approval before system changes will be made.

To make changes/additions:

- Click on applicable area
- Click “Edit” or “Add”
- Make applicable changes
- Click “Submit”
- Click “Close”

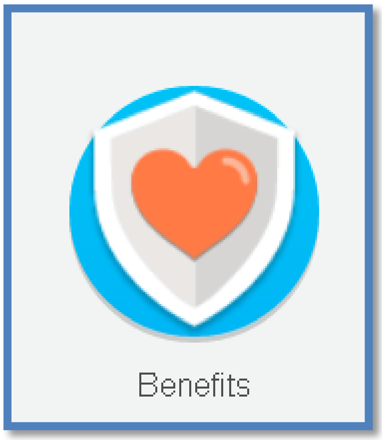
From the Workday ‘All About Me’ Personal Information Worklet, you can **view** the following:

About Me
Addresses
E-Mail Addresses
Address Changes
Name
Phone Number
Worker Documents

Benefits Worklet

The actions in the Benefits Worklet allow you to change and view your benefits, dependents, and beneficiaries. Benefits can only be changed or elected if you are a new hire, during open enrollment or have a qualifying event. Beneficiary and dependent information can be updated at anytime.

Your 401(k) Savings information can only be changed on Mass Mutual's website. However, your current election can be viewed under 'Retirement Savings.'



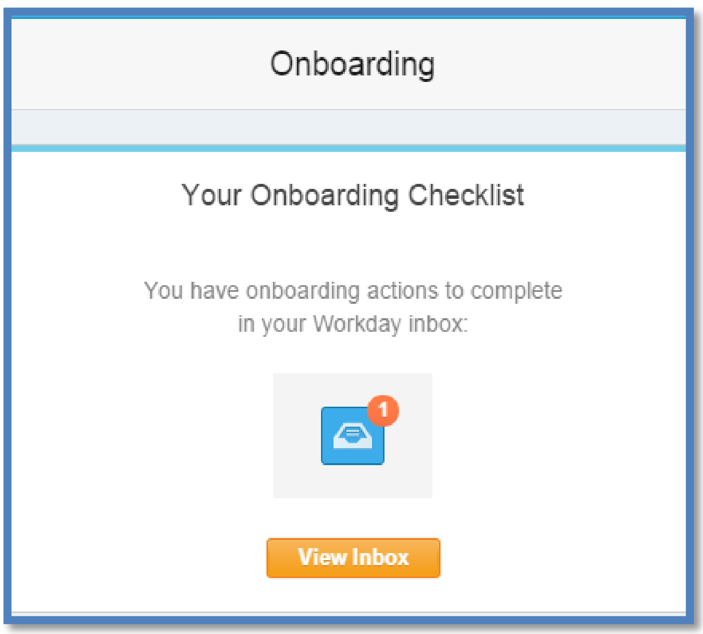
Enrolling in Benefits as part of the Onboarding Action

As a newly hired benefit eligible associate, you have 30 days from your hire date to make your benefit elections. New hires in the Quincy & Tilton offices will receive a benefits Enrollment packet during their first week. Field and Retail new hires will receive a packet at their home address. The packet contains information you will need to complete benefit elections in Workday online from any computer with internet service at:
https://wd5.myworkday.com/jjill/login.flex

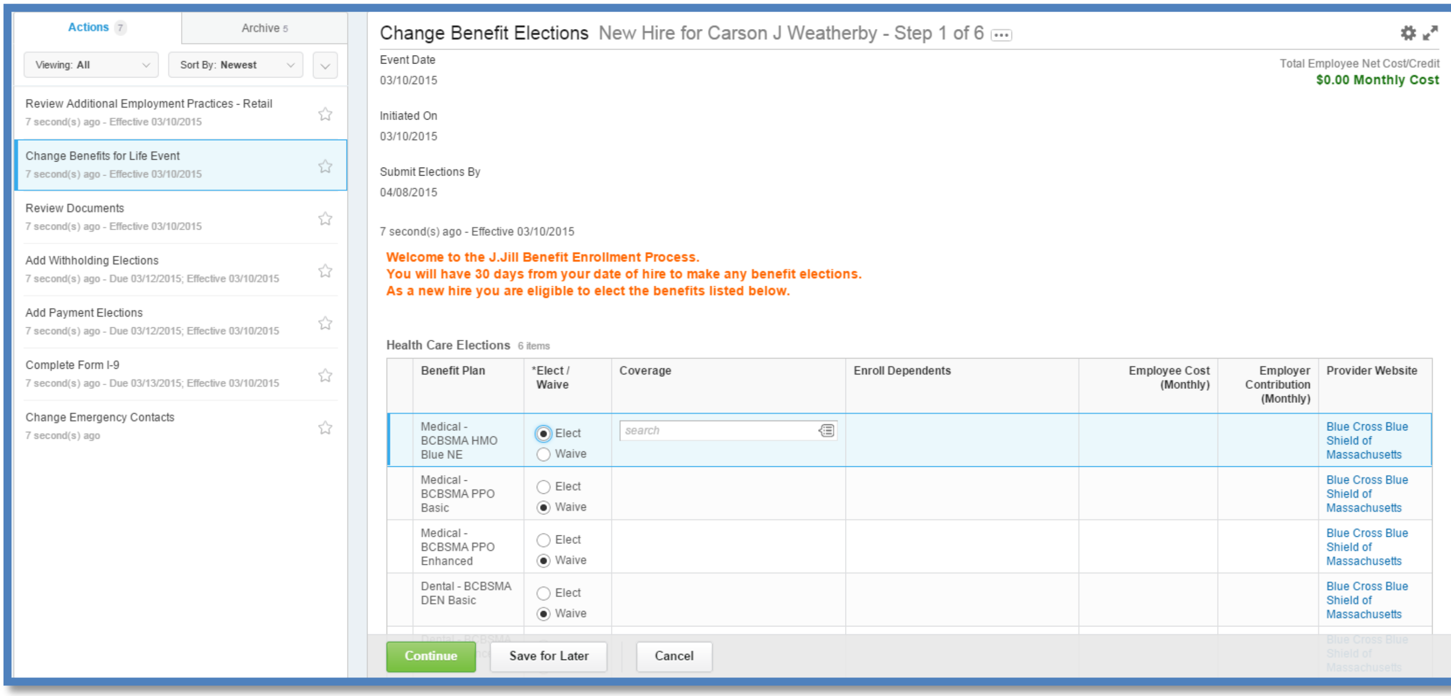
Note: Make sure to have your dependent information, including dates of birth and social security numbers when making elections.

- Log into Workday
- Click on the “Welcome to J. Jill” Worklet
- Click “Take me There”

- Click “View Inbox”



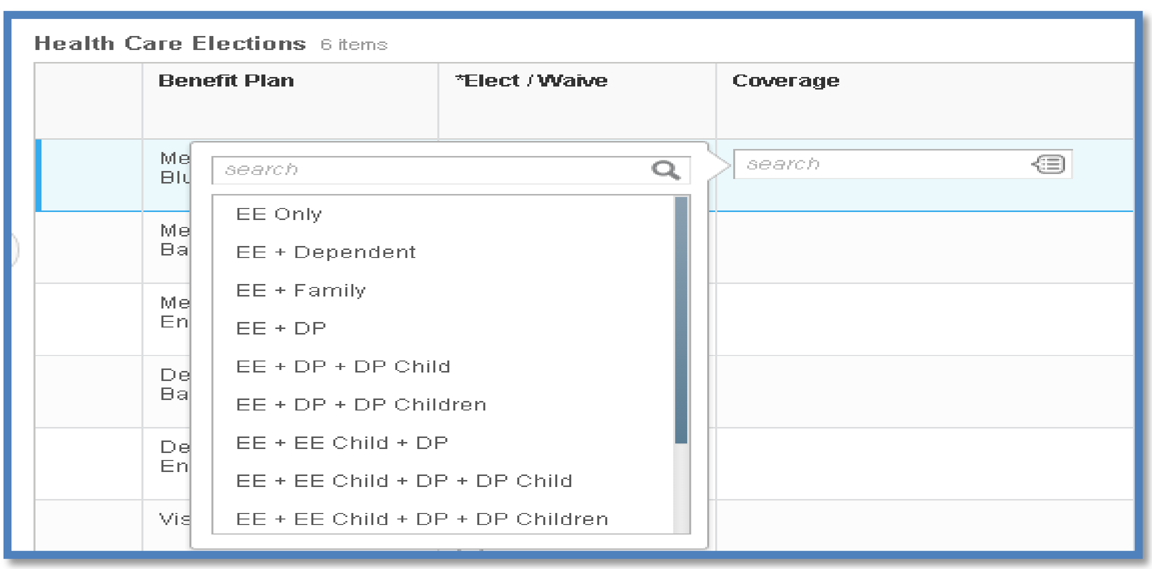
Medical, Dental and Vision Plan Elections



- Click in the circle next to 'Elect' to choose a desired Medical Plan
- Click on the post it note icon in the coverage column and choose type of coverage
- Key:

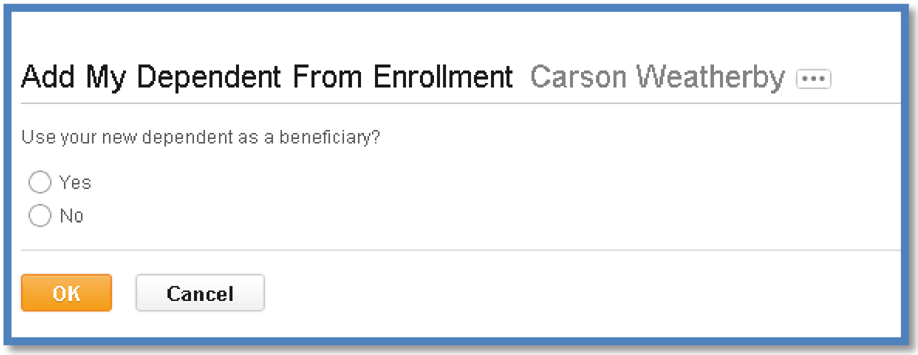
  EE--Employee Only

  DP--Domestic Partner

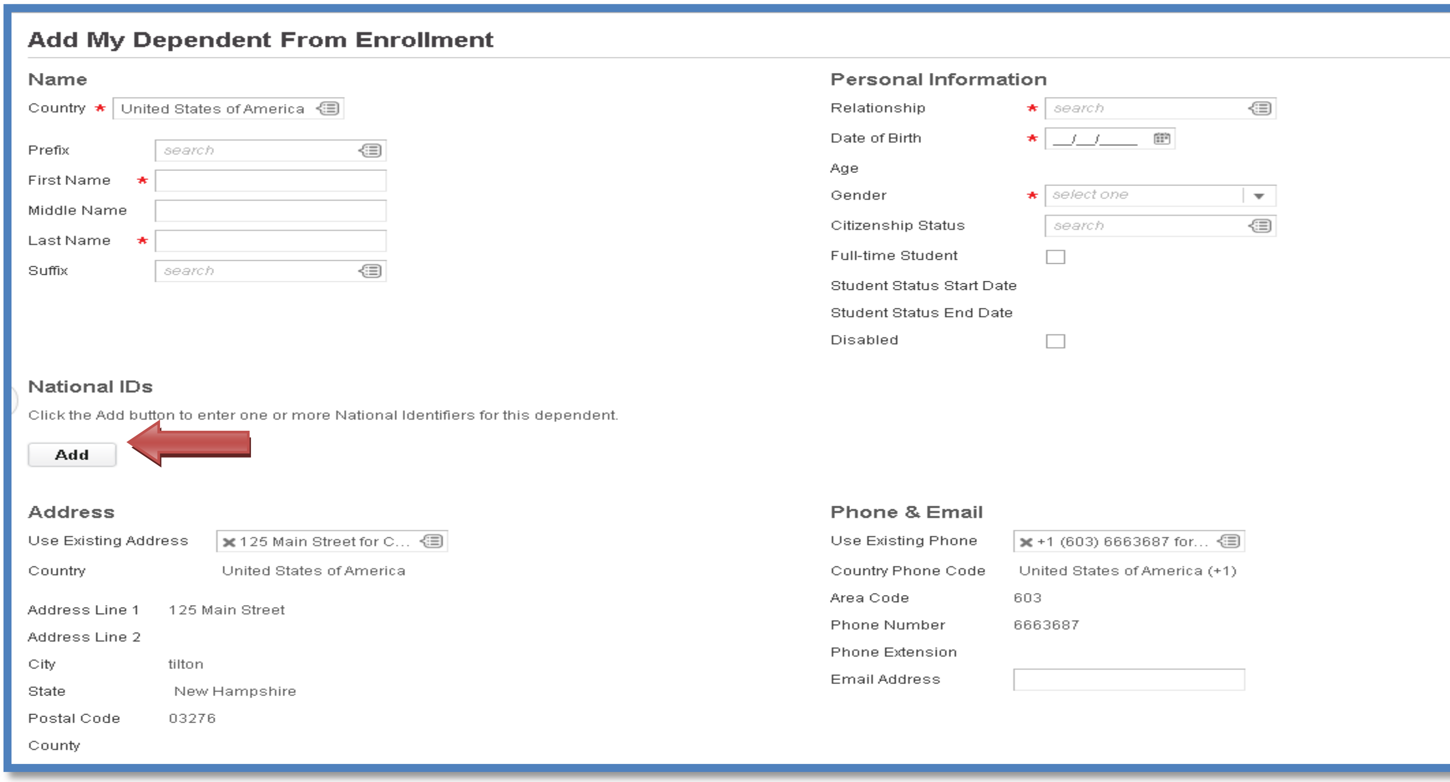


Dependent Coverage

- When electing a level of coverage other than employee only (EE) , you will need to add the dependents to be covered
- Click on the post it note icon in the 'Enroll Dependents' column
- Click "Create"
- Click "Add My Dependent From Enrollment"
- If you wish to use your new dependent as a beneficiary, click the circle next to 'Yes', otherwise click 'No'
- Click "OK"



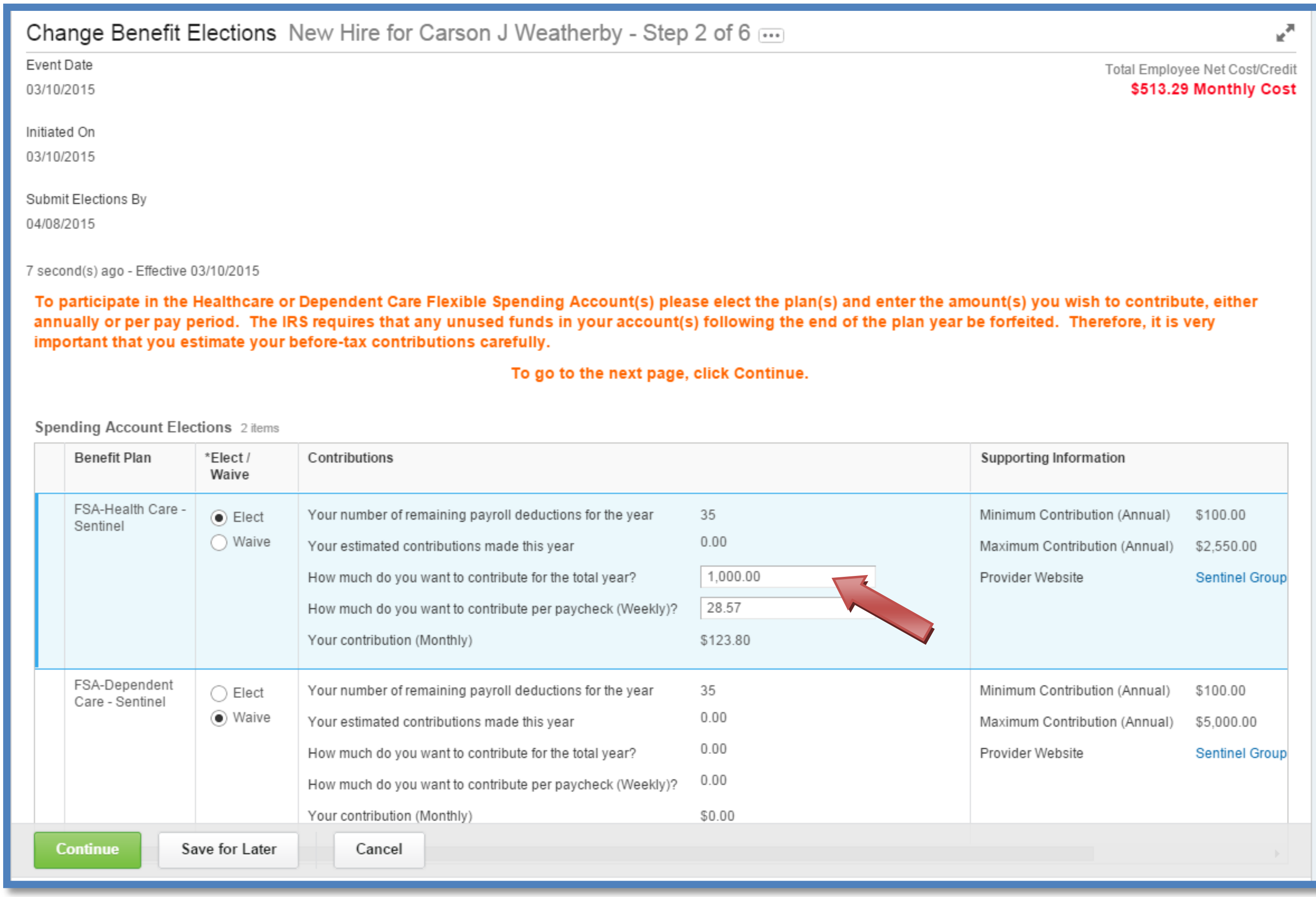
- Enter all dependent information in fields noted with a *



- In the National ID's section, click "Add"
- Enter Social Security #'s for dependent(s)
- Note: Social Security #'s are required for your Dependents
- Click "Continue"
- Click "OK"

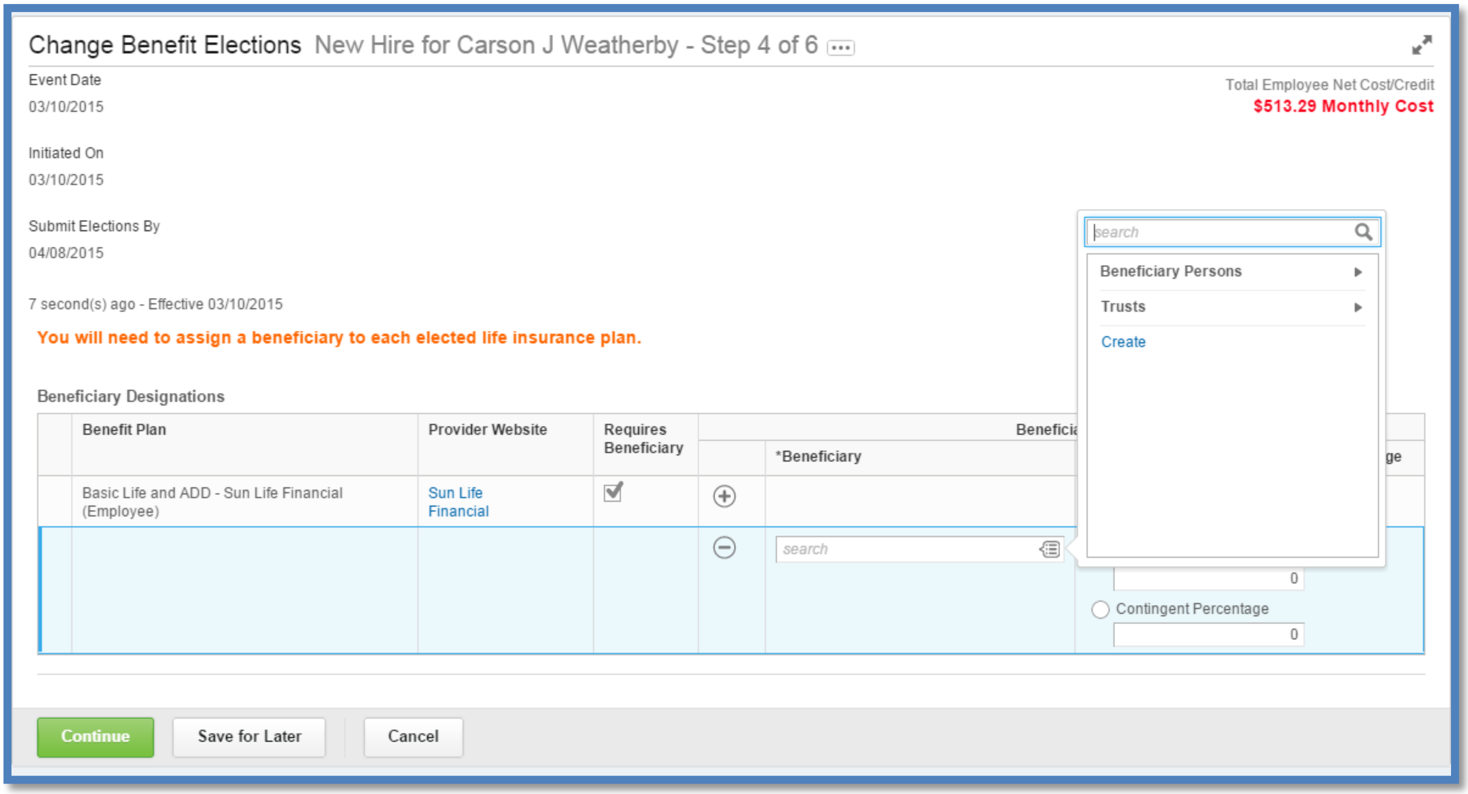
Health Care and Dependant Care Flexible Spending Accounts (FSA)

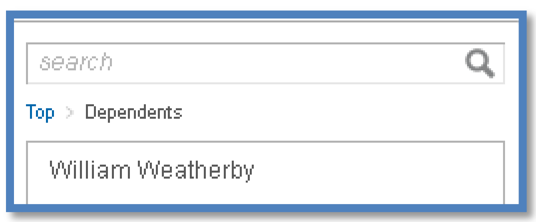
- Click in the circle next to ‘Elect’ to make an FSA election and enter annual contribution amount **or** the monthly paycheck amount
- Click “Continue”
- Click “Continue”



Life Insurance

- Coverage level and beneficiary(s) need to be assigned to each elected insurance plan. Follow steps on next pages to add beneficiary(s) for each selection
- Click on the + sign in the Beneficiary section to open the selection box
- Click on the post it note icon in the Beneficiary column
- If using your new dependent as a beneficiary select ‘Beneficiary Persons’ and select that dependents name

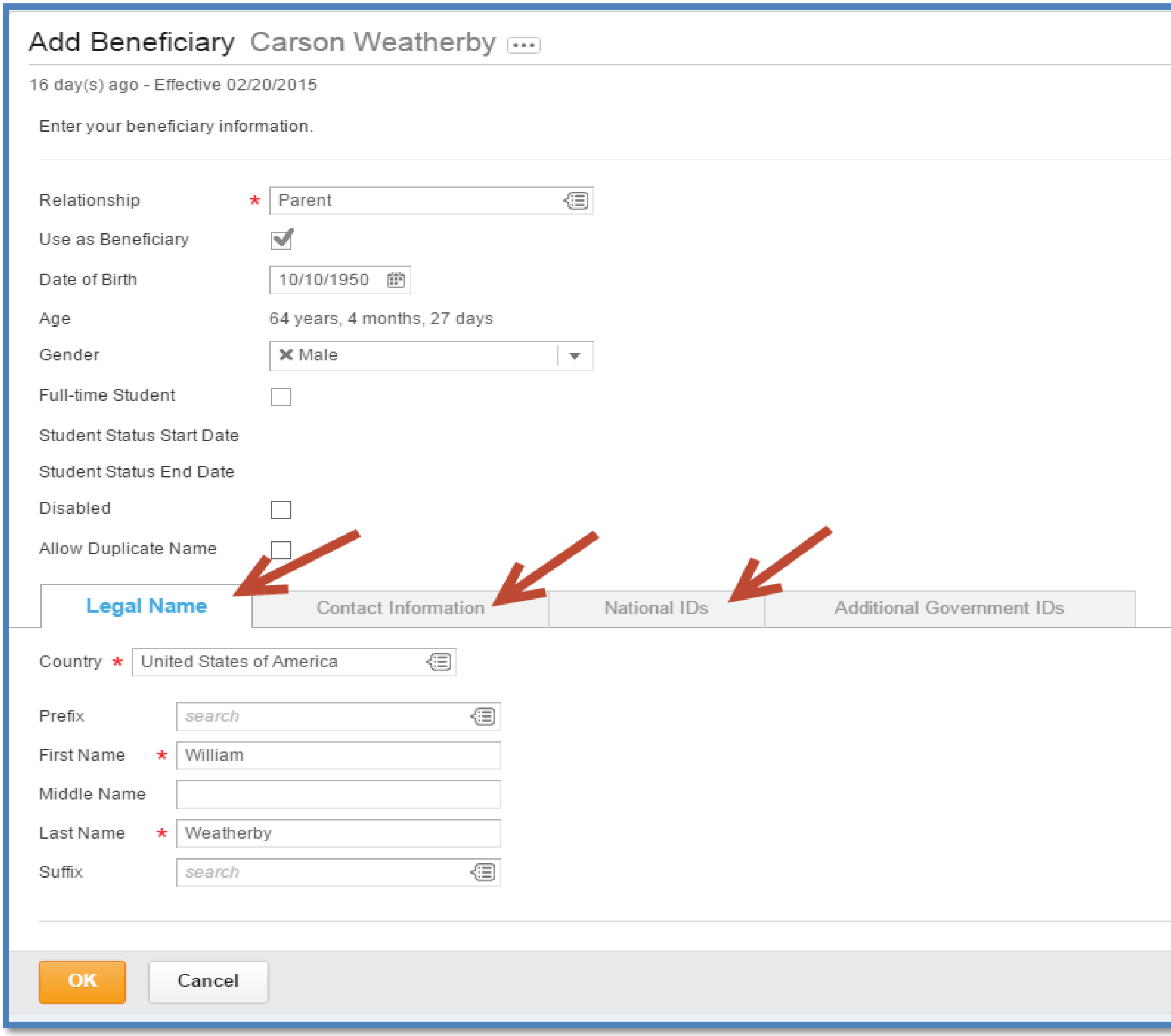




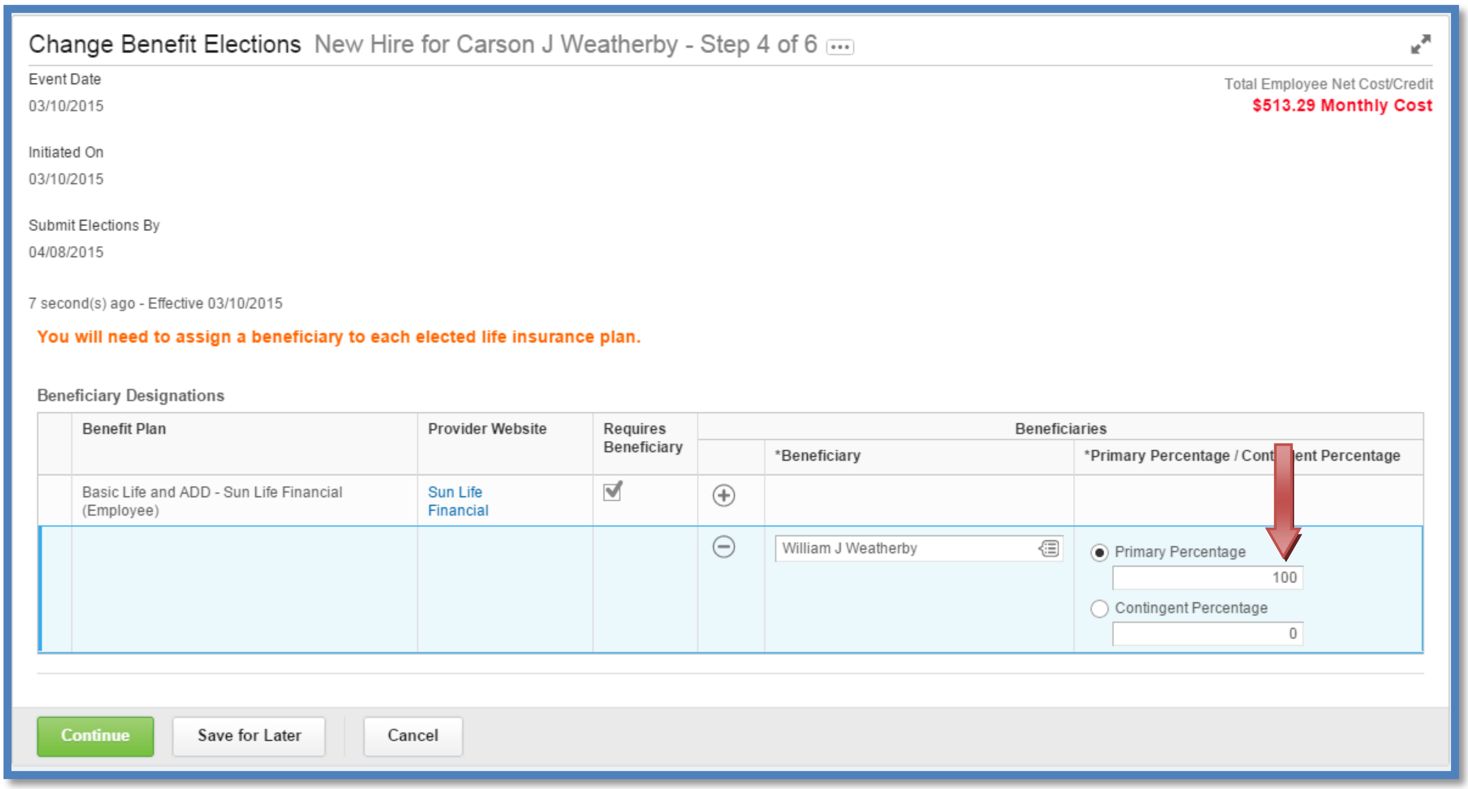
- If you are not using your new dependent as a beneficiary select ‘Create’
- Select ‘Add Beneficiary’

Beneficiaries

- Enter all Beneficiary information in fields noted with a * in the Legal Name, Contact Information and National IDs tabs
- Note: Social Security #'s are required for your Dependents
- When all required data has been entered in above tabs, click "OK"

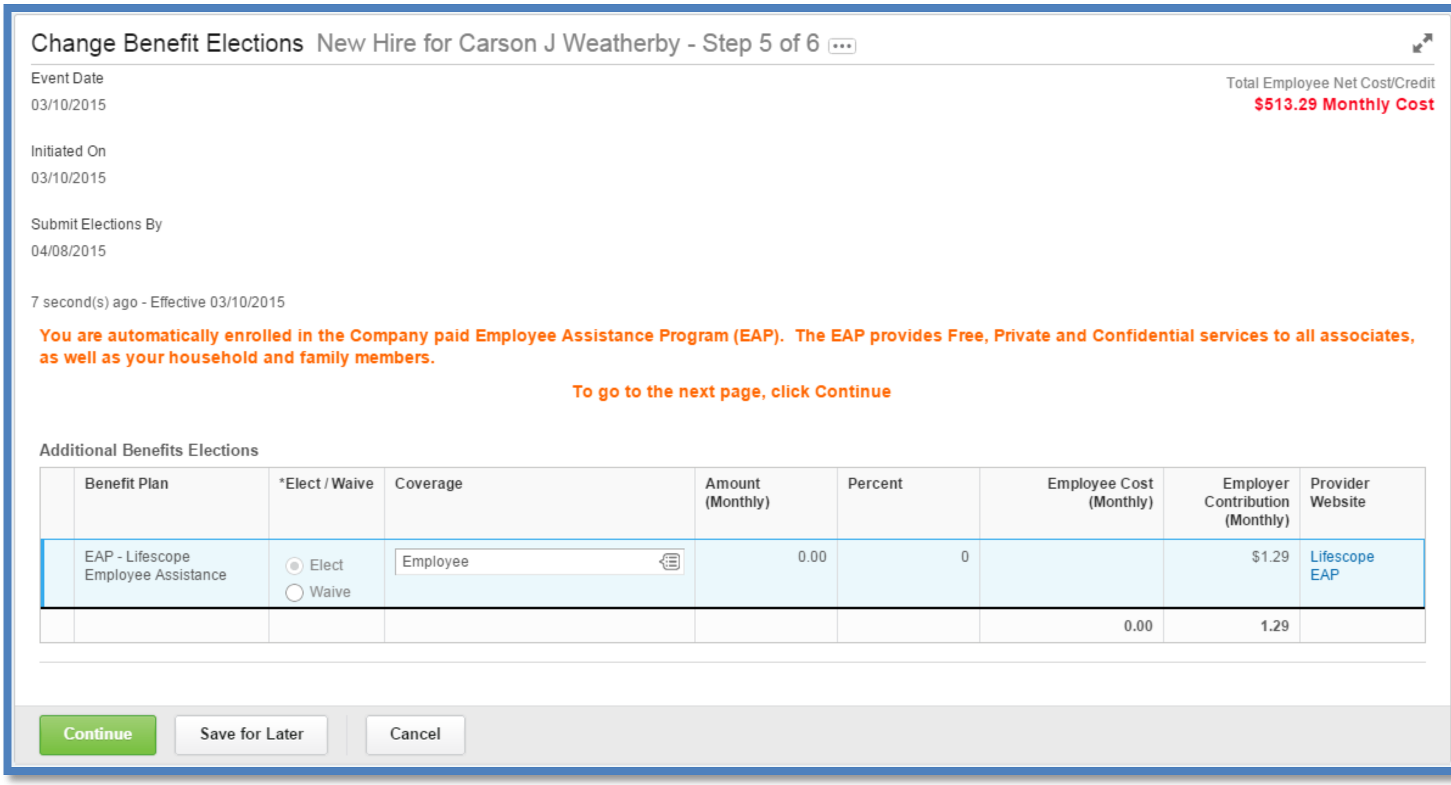


- Click the to open the Beneficiary line and select a beneficiary
- If applicable, click on sign and repeat steps to add additional Beneficiary(s)
- When all beneficiaries have been entered, Enter the percent (s) for each and click on the circle next to 'Primary Percentage' or 'Contingent Percentage'
- Note: Both Primary and Contingent % values need to add up to 100%
- Click "Continue"



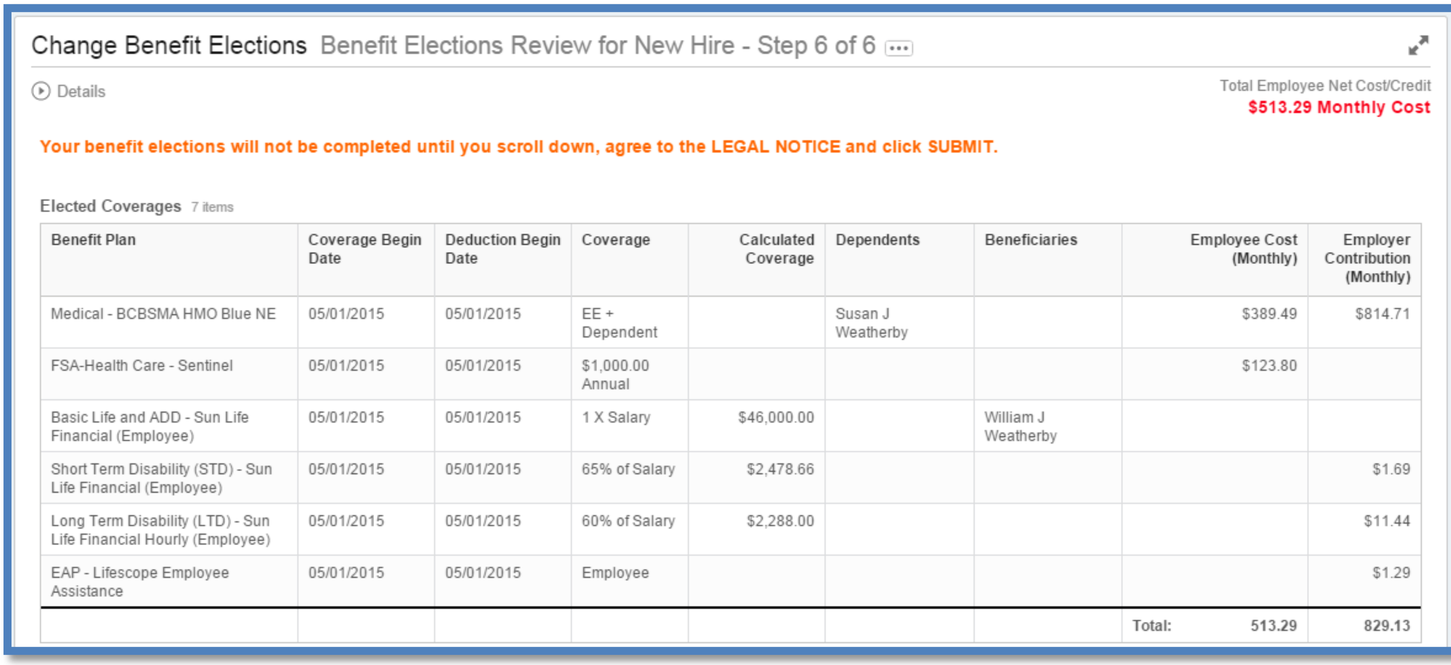
Employee Assistance Plan (EAP)

- All associates are enrolled in J. Jill's employer paid EAP
- This plan is a benefit for all part-time and full-time associates and is of no cost to the associate and cannot be waived
- Click "Continue"



Benefits Elections Review

- Scroll down and view all the details of your benefit elections
- Read the 'Legal Notice'
- ☑ the "I Agree" box
- **Click "Submit"**
- Note: you must click "Submit" for the benefits to be submitted



Change Benefit Elections Benefit Elections Review for New Hire - Step 6 of 6

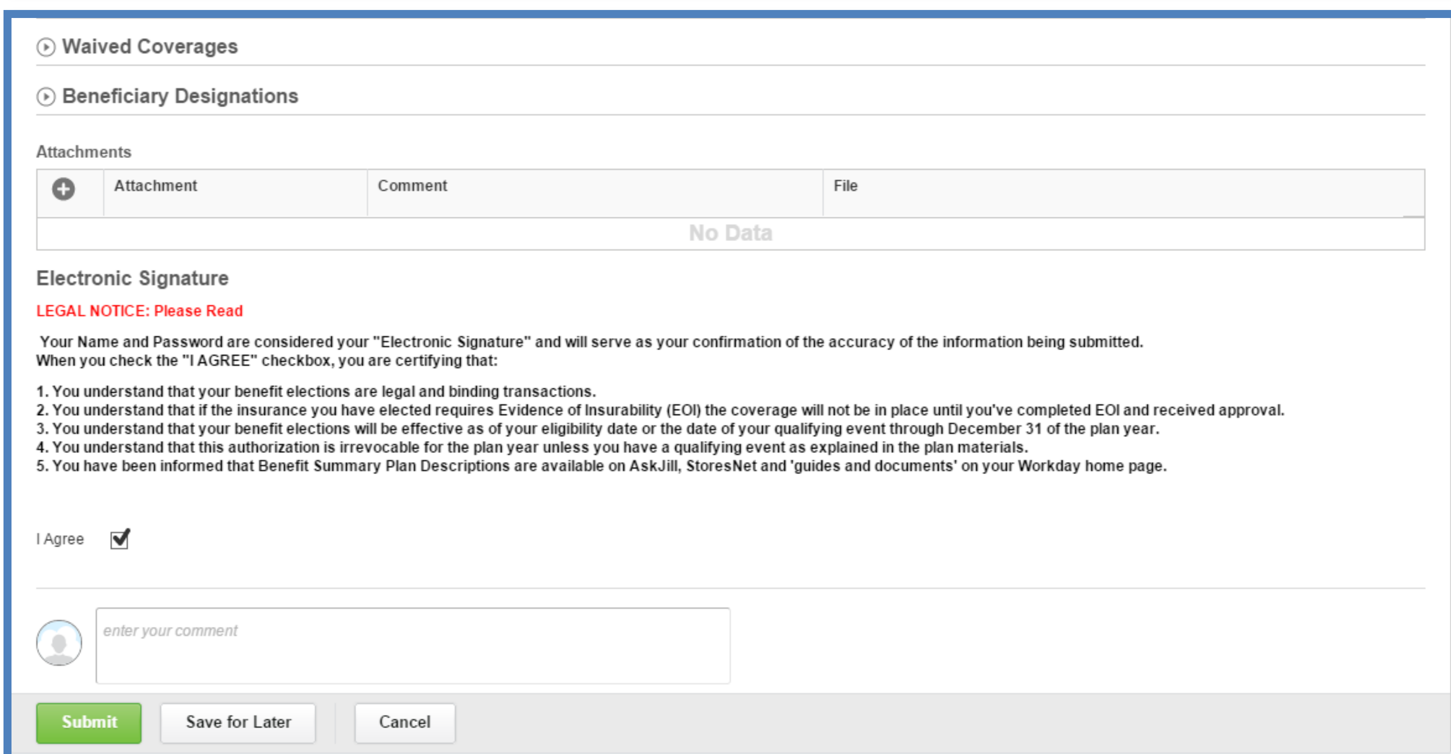
Details

Total Employee Net Cost/Credit
$513.29 Monthly Cost

Your benefit elections will not be completed until you scroll down, agree to the LEGAL NOTICE and click SUBMIT.

Elected Coverages 7 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
Medical - BCBSMA HMO Blue NE	05/01/2015	05/01/2015	EE + Dependent		Susan J Weatherby		$389.49	$814.71
FSA-Health Care - Sentinel	05/01/2015	05/01/2015	$1,000.00 Annual				$123.80	
Basic Life and ADD - Sun Life Financial (Employee)	05/01/2015	05/01/2015	1 X Salary	$46,000.00		William J Weatherby		
Short Term Disability (STD) - Sun Life Financial (Employee)	05/01/2015	05/01/2015	65% of Salary	$2,478.66				$1.69
Long Term Disability (LTD) - Sun Life Financial Hourly (Employee)	05/01/2015	05/01/2015	60% of Salary	$2,288.00				$11.44
EAP - Lifescope Employee Assistance	05/01/2015	05/01/2015	Employee					$1.29
						Total:	513.29	829.13



Waived Coverages

Beneficiary Designations

Attachments

Attachment	Comment	File
No Data		

Electronic Signature

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted.
When you check the "I AGREE" checkbox, you are certifying that:

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that if the insurance you have elected requires Evidence of Insurability (EOI) the coverage will not be in place until you've completed EOI and received approval.
3. You understand that your benefit elections will be effective as of your eligibility date or the date of your qualifying event through December 31 of the plan year.
4. You understand that this authorization is irrevocable for the plan year unless you have a qualifying event as explained in the plan materials.
5. You have been informed that Benefit Summary Plan Descriptions are available on AskJill, StoresNet and 'guides and documents' on your Workday home page.

I Agree ☑

enter your comment

Submit Save for Later Cancel

- Click “Print” if you would like a hard copy of the Submit Elections Confirmation
- If you do not want a hard copy, click “Done”
- Note: if there are any state specific benefit forms for waived coverage that require completion, you will have another step in the Inbox To Do list

Submit Elections Confirmation New Hire for Carson J Weatherby

Initiated On
03/10/2015

Submit Elections By
04/08/2015

Event Date
03/10/2015

7 second(s) ago - Effective 03/10/2015

Total Employee Cost/Credit
$513.29 Monthly Cost

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

If evidence of insurability is requested due to an election above guarenteed issue for your voluntary optional or spouse life insurance coverage you can file online.
Go to www.sunlife.com/us.
• Select Covered Employees from the Access Your Account dropdown.
• Click the Evidence of Insurability Application link.

Elected Coverages 6 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)	Employer Contribution (Monthly)
Medical - BCBSMA HMO Blue NE	05/01/2015	05/01/2015	EE + Dependent		Susan J Weatherby		$389.49	$814.71
FSA-Health Care - Sentinel	05/01/2015	05/01/2015	$1,000.00 Annual				$123.80	
Basic Life and ADD - Sun Life Financial (Employee)	05/01/2015	05/01/2015	1 X Salary	$46,000.00		William J Weatherby		
Short Term Disability (STD) - Sun Life Financial (Employee)	05/01/2015	05/01/2015	65% of Salary	$2,478.66				$1.69
Long Term Disability (LTD) - Sun Life Financial Hourly (Employee)	05/01/2015	05/01/2015	60% of Salary	$2,288.00				$11.44
EAP - Lifescope Employee Assistance	05/01/2015	05/01/2015	Employee					$1.29
						Total:	$513.29	$829.13

Waived Coverages 7 items

Plan Type
Dental
Vision
FSA-Dependent Care
Optional Employee Life
Optional Spouse DP Life
Optional Child(ren) Life
Voluntary ADD

Beneficiary Designations

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries	
			Beneficiary	Primary Percentage / Contingent Percentage
Basic Life and ADD - Sun Life Financial (Employee)	Sun Life Financial	Yes	William J Weatherby	Primary Percentage 100 Contingent Percentage

Electronic Signature

LEGAL NOTICE: Please Read

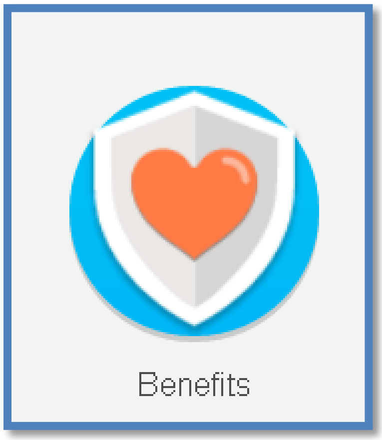
Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I AGREE" checkbox, you are certifying that:

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that if the insurance you have elected requires Evidence of Insurability (EOI) the coverage will not be in place until you've completed EOI and received approval.
3. You understand that your benefit elections will be effective as of your eligibility date or the date of your qualifying event through December 31 of the plan year.
4. You understand that this authorization is irrevocable for the plan year unless you have a qualifying event as explained in the plan materials.
5. You have been informed that Benefit Summary Plan Descriptions are available on AskJill, StoresNet and 'guides and documents' on your Workday home page.

Print Done

This completes the Onboarding Benefit Elections action for a full-time new or rehired associate

Benefits Worklet

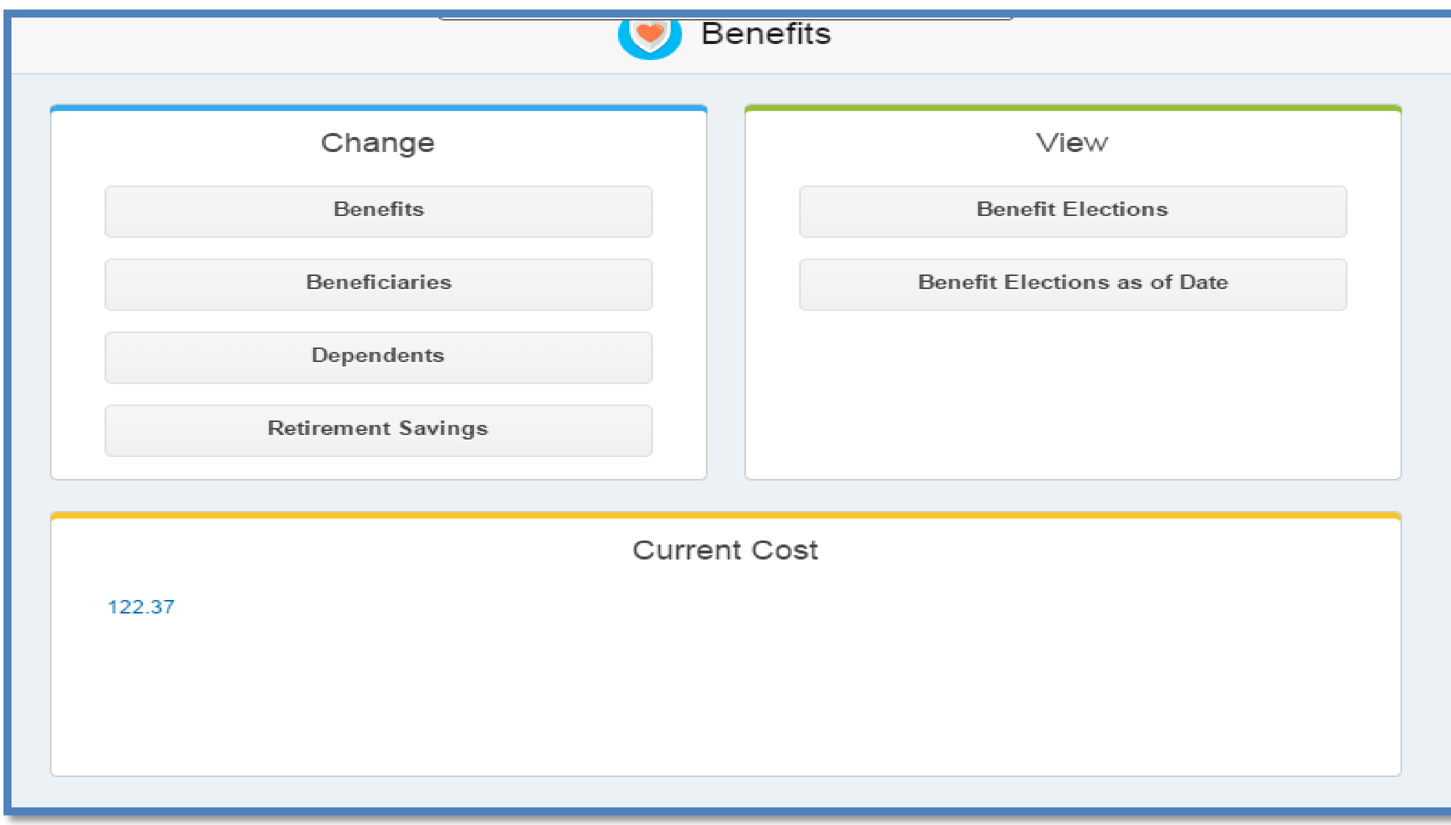


Qualifying Event Changes

If you have a life event or job change that affects your benefit eligibility status, you will need to review those changes and make any new elections if applicable.

Examples of life events include: ‘Marriage’, ‘Birth or Adoption’, or ‘Change in Spouse Employment’. For these qualifying events, you will need to go to your Benefits Worklet and click “Benefits” under the ‘Change’ list.

Note: A job change from part time to full time status will automatically prompt a benefits election event for you



From the Workday Benefits Worklet, you can **view** the following:

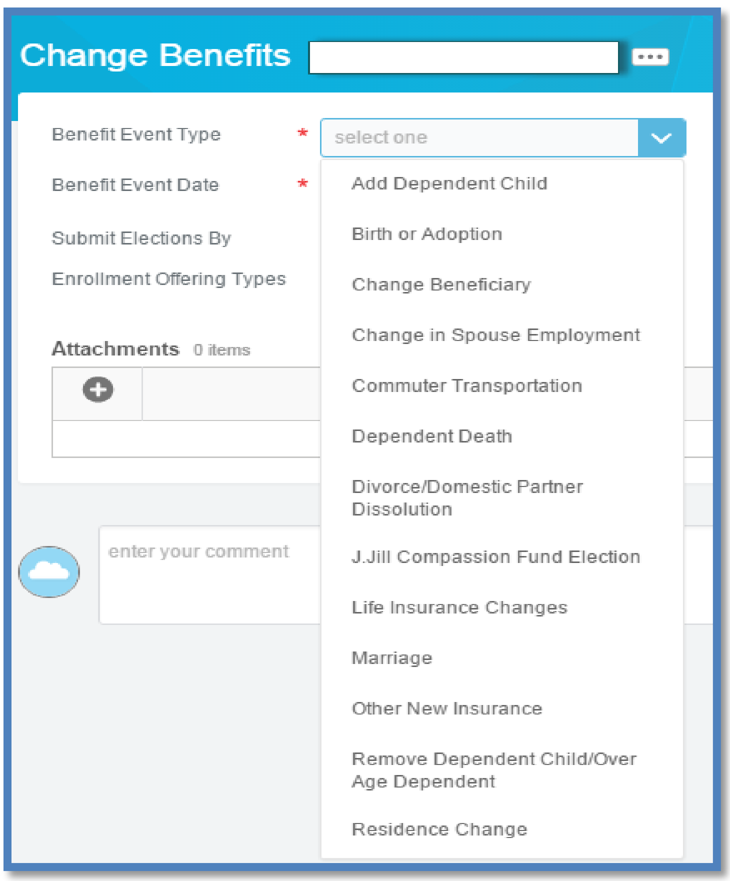
- **Benefits** (your current elected benefits)
- **Benefit Elections as of Date** (your benefits at a point in time)
- **Current cost of your elected Benefits (per pay period)**

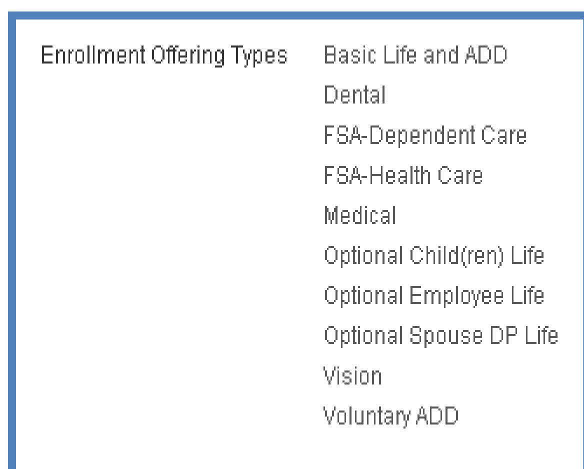
From the Workday Benefits Worklet, you can **change** the following:

- Benefits
- Beneficiaries
- Dependents

To make changes in Benefits:

- Click "Benefits" in the Change column
- Select your qualifying Benefit Event Type
- Enter the Event Date
- Note: Enter today's date for Beneficiary and Dependent changes
- You will be directed to elect or waive any benefit changes that are allowed by your Benefit Event Type, or to the screens to make changes to dependents and beneficiaries





Continue with benefit screens as described in the *Enrolling in Benefits as part of the Onboarding Action*, page 16 of this Guide.

To make changes/additions to Beneficiaries:

- Click “Beneficiaries” in the Change column
- Click on applicable area
- Click “Add”
- Make applicable additions or changes
- Click “Submit”
- Click “Close”

To make changes/additions to Dependents:
This change must be done in the Change Benefits section

To make changes to Retirement Savings:
Change to Retirement Savings is currently only viewable. Your 401(k) Savings information can only be changed on Mass Mutual’s website.

If you have any questions about your benefits, please contact the Benefits Department at hrbenefits@jjill.com or (617) 689-7854

Compassion Fund

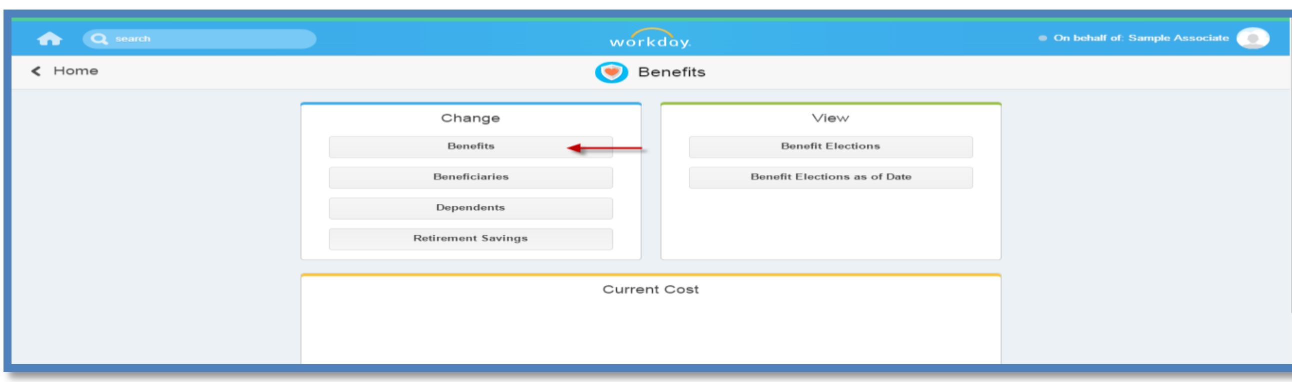
Since its inception in 2002, The J.Jill Compassion Fund has given more than $6M in monetary and in-kind donations to community-based organizations that help disadvantaged and homeless women become self-sufficient. We give to local non-profits nationwide that help women regain their independence through programs that focus on education, job skills and transitional and affordable housing.

All J. Jill associates are able to donate directly to the J.Jill Compassion Fund via payroll deductions. For every dollar given, J. Jill has committed to match that donation on a dollar-for-dollar basis up to $200K.

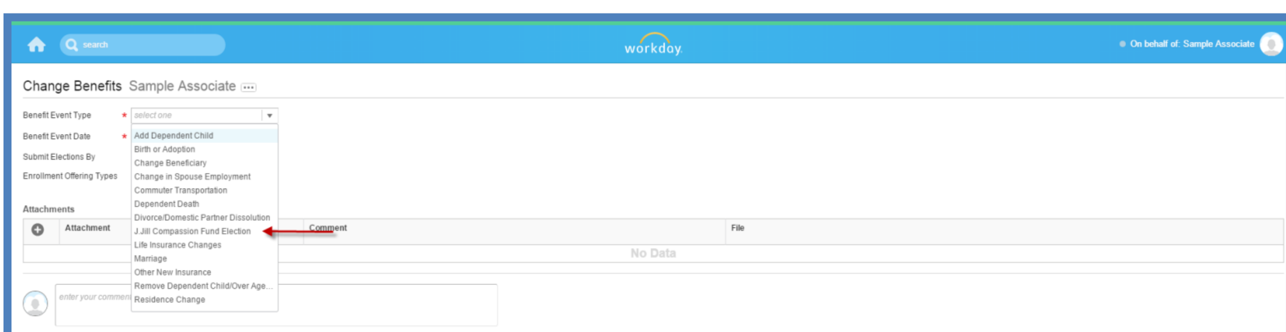
While the Compassion Fund Matching Funds Program is not an Employee Benefit plan, in order to automate the payroll deductions we are using the benefit module in Workday. Therefore some of the headings may not be relevant.

- From the Workday home page, click on the Benefits Worklet

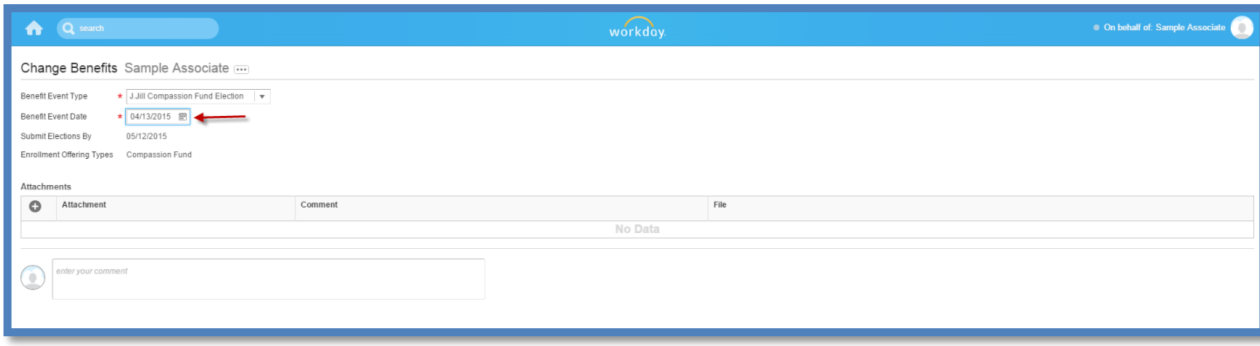
- Under the Change grid, click "Benefits"



- Click on the drop down arrow to the right of 'Benefit Event Type' and select "J. Jill Compassion Fund Election"

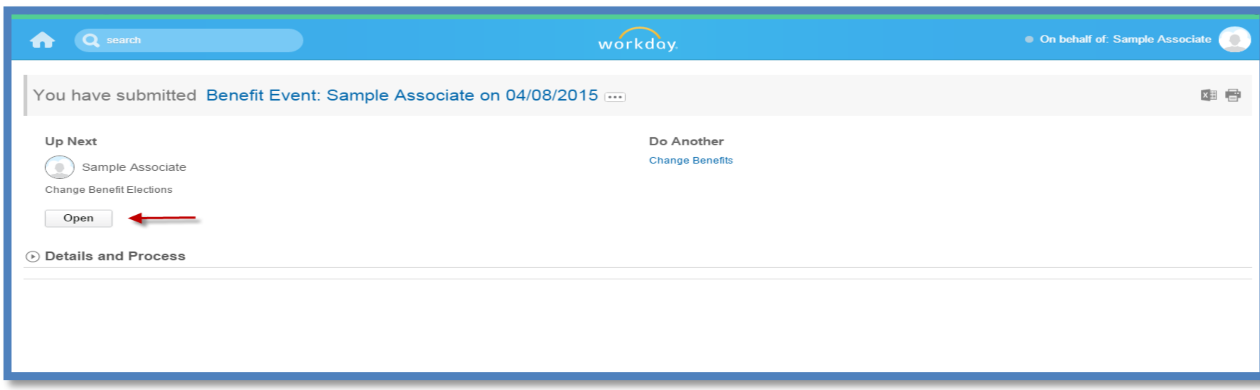


- Enter today's date – Deductions will start in the pay period following this date therefore you cannot back date deductions

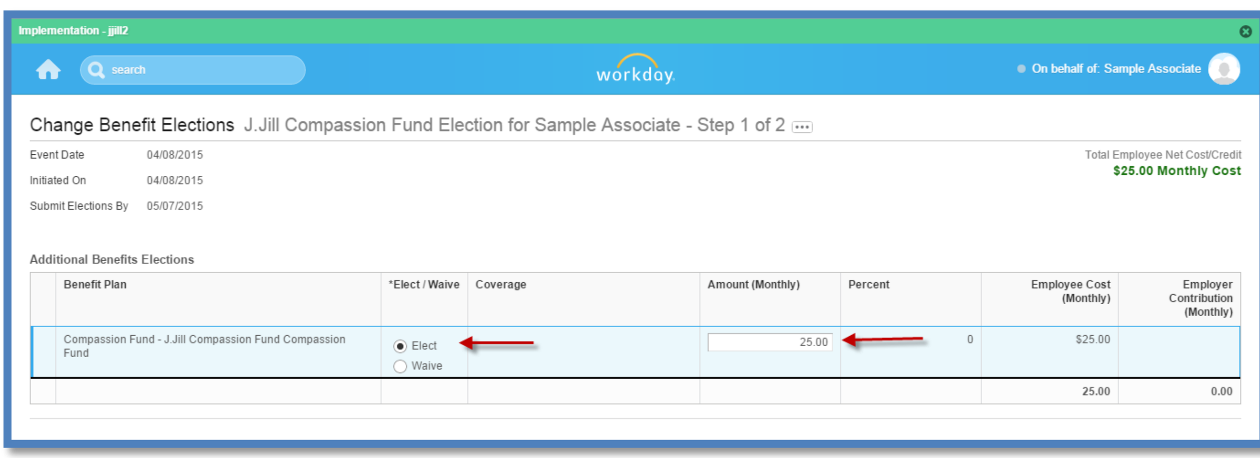


- Click "Submit"

- Click "Open"

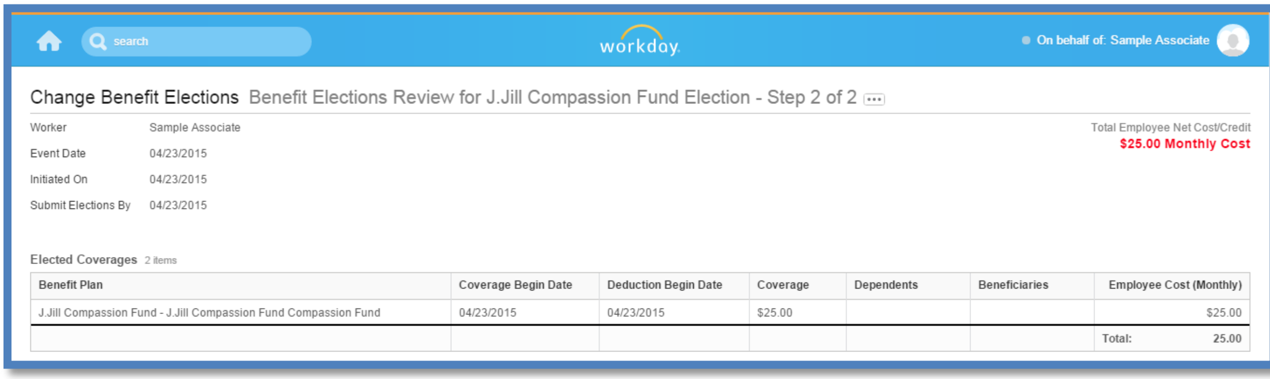


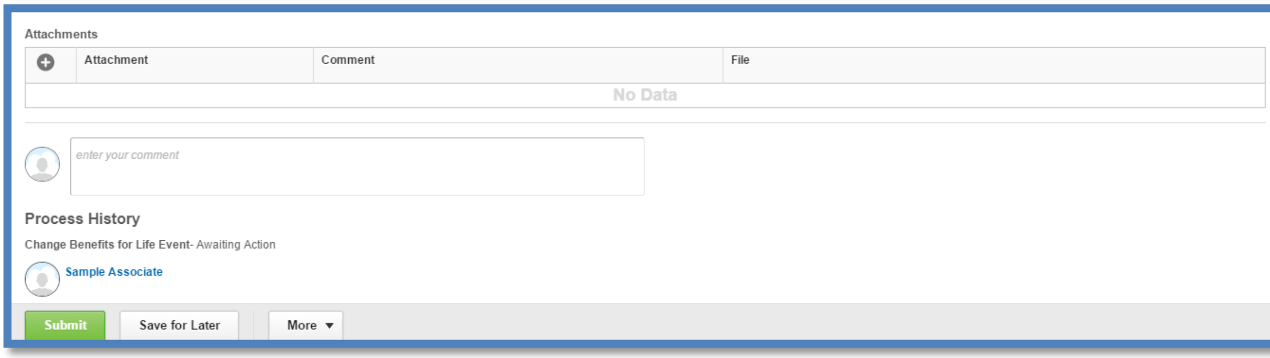
- Click on the radio button to "Elect" (or "Waive" if you want to stop the payroll deduction)
- Enter/Edit a monthly deduction amount



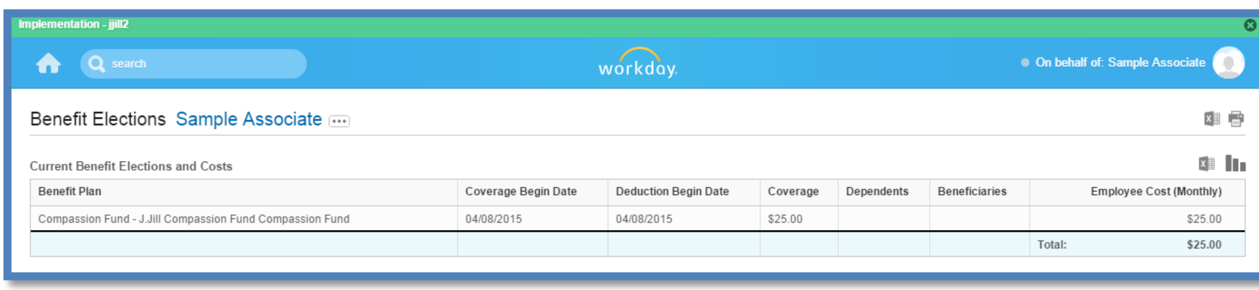
- Click "Continue"

- Click “Submit”

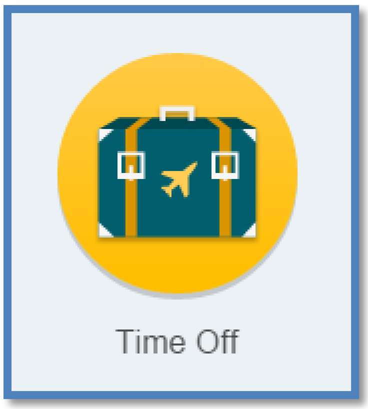


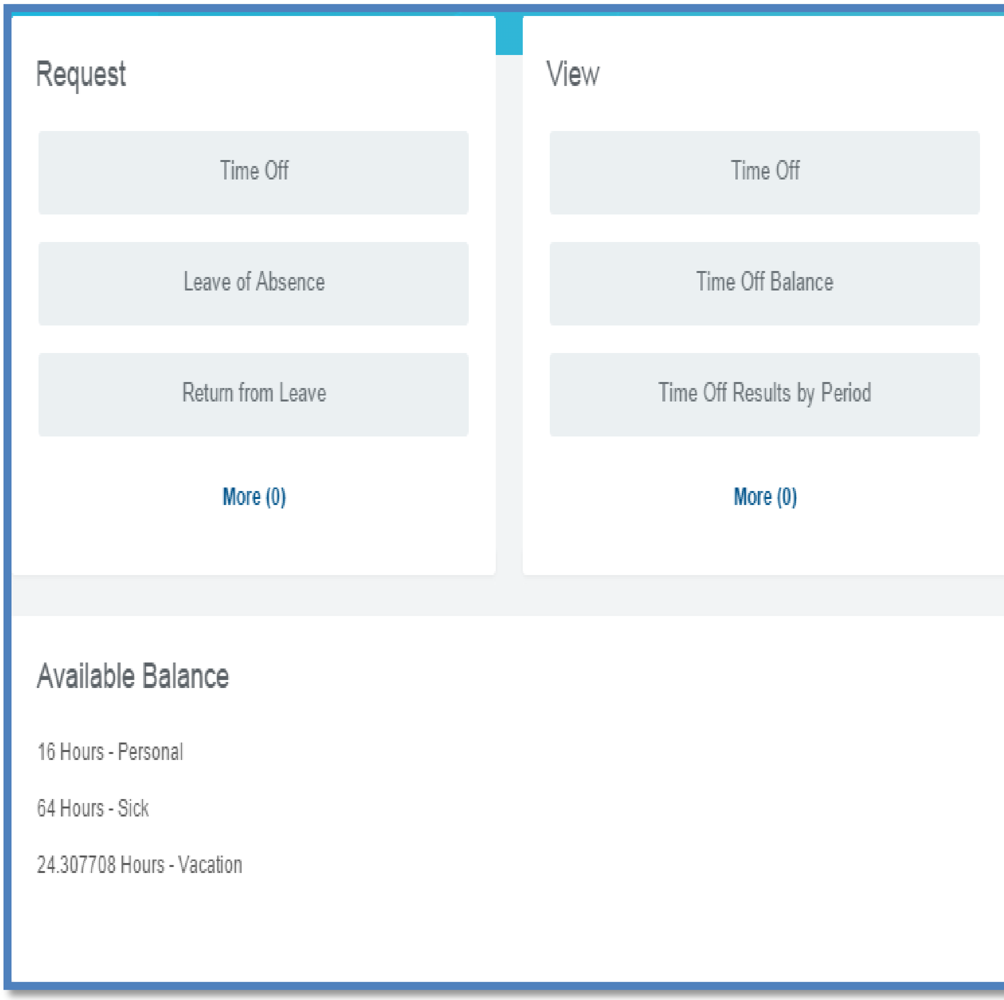


- Click “Print” and then “Done” if you would like a hard copy of the Deduction Confirmation page. If you do not want a hard copy, click “Done”



Time Off Worklet

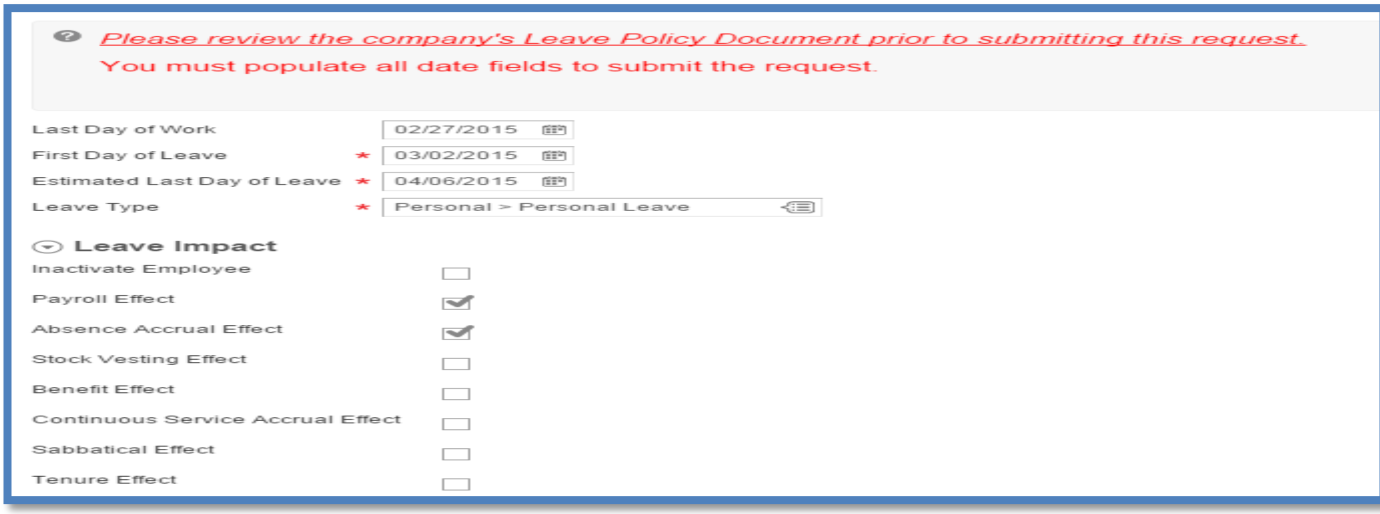




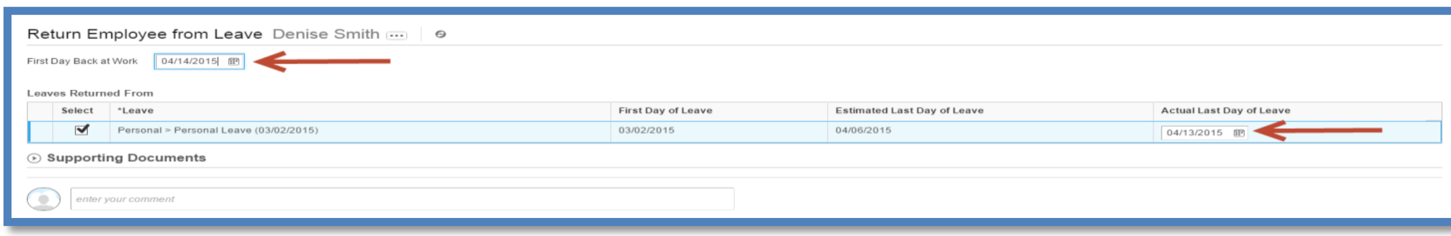
From the Workday "Time Off Worklet", you can perform the following **actions** (requests):

- **Time Off:** Refer to the 'Paid Time Off' Guide (located in the Guides & Documents Worklet) for direction and detailed information on How to Request Time Off
- **Leave of Absence:** For absences of 5 days or more, a leave can be requested by clicking on "Leave of Absence" and then selecting the appropriate "Leave Type" and the dates required.
- **Return from Leave of Absence:** When ready to return from a leave, the return information can be entered by clicking on "Return from Leave"
- Note: All paperwork required for a Leave of Absence must also be submitted to the Benefits Department. For any additional assistance with leaves, please email hrbenefits@jjill.com or call 617-689-7854.

<u>Leave of Absence Screen:</u>



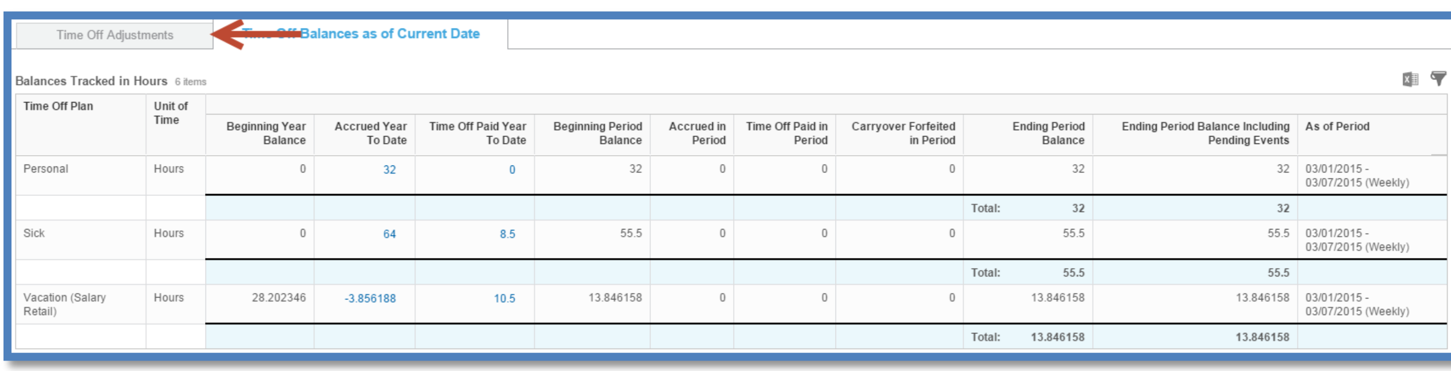
<u>Return from Leave of Absence Screen:</u>



From the Time Off Worklet, you can **view** the following (if applicable):

- **<u>Time Off Avaliable Balances</u>**
- **<u>Time Off:</u>**

<u>Time Off Adjustments tab</u>: Your paid time off taken by week, type and hours.

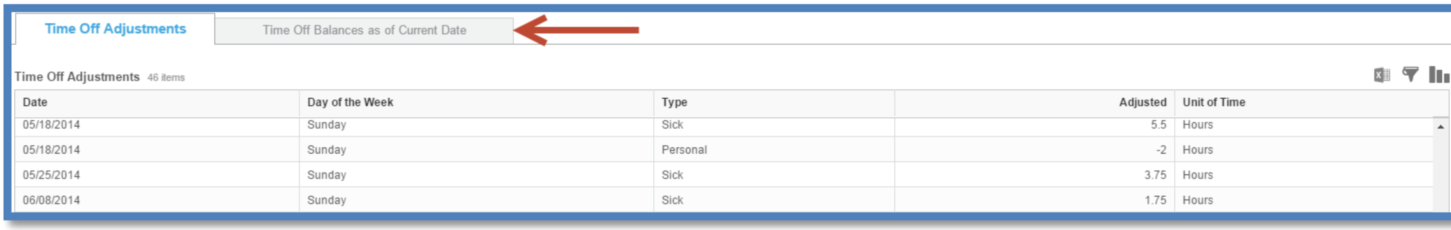


Time Off Adjustments | Time Off Balances as of Current Date

Balances Tracked in Hours 6 items

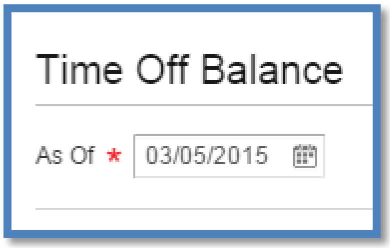
Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Personal	Hours	0	32	0	32	0	0	0	32	32	03/01/2015 - 03/07/2015 (Weekly)
									Total: 32	32	
Sick	Hours	0	64	8.5	55.5	0	0	0	55.5	55.5	03/01/2015 - 03/07/2015 (Weekly)
									Total: 55.5	55.5	
Vacation (Salary Retail)	Hours	28.202346	-3.856188	10.5	13.846158	0	0	0	13.846158	13.846158	03/01/2015 - 03/07/2015 (Weekly)
									Total: 13.846158	13.846158	

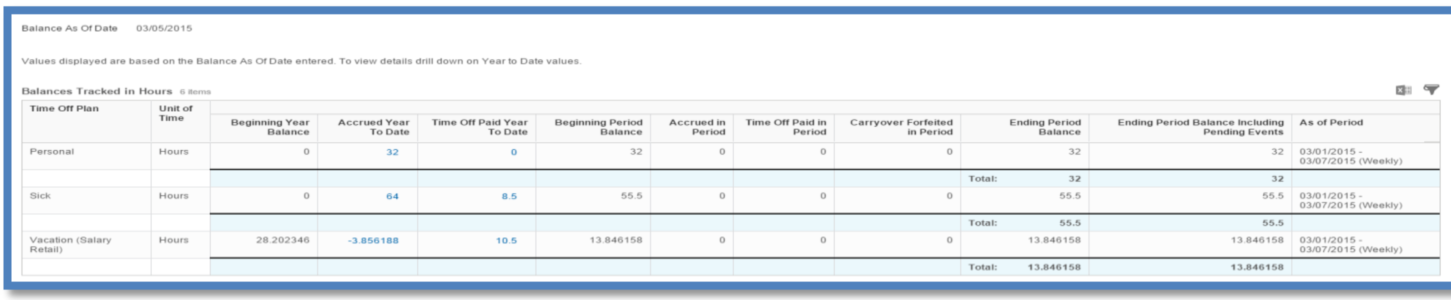
Time Off Balances as of Current Date tab: Allows you to view your paid time off balances as of today.



Date	Day of the Week	Type	Adjusted	Unit of Time
05/18/2014	Sunday	Sick	5.5	Hours
05/18/2014	Sunday	Personal	-2	Hours
05/25/2014	Sunday	Sick	3.75	Hours
06/08/2014	Sunday	Sick	1.75	Hours

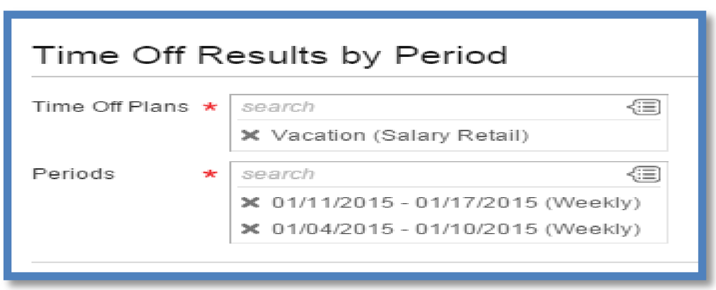
- **<u>Time Off Balance:</u>** Allows you to view your paid time off balances as of a point in time. For example, for planning purposes, you can enter a future date and view how much future vacation accrual you will have as of that time. **<u>Note:</u>** Note hourly workers accrue based on actual hours worked, so you will not see future accrued time.

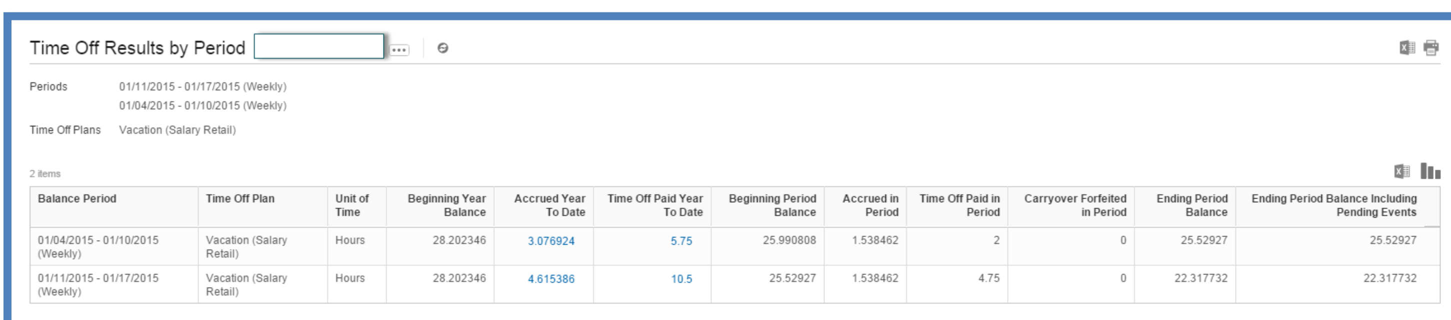




Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Personal	Hours	0	32	0	32	0	0	0	32	32	03/01/2015 - 03/07/2015 (Weekly)
									Total: 32	32	
Sick	Hours	0	64	8.5	55.5	0	0	0	55.5	55.5	03/01/2015 - 03/07/2015 (Weekly)
									Total: 55.5	55.5	
Vacation (Salary Retail)	Hours	28.202346	-3.856188	10.5	13.846158	0	0	0	13.846158	13.846158	03/01/2015 - 03/07/2015 (Weekly)
									Total: 13.846158	13.846158	

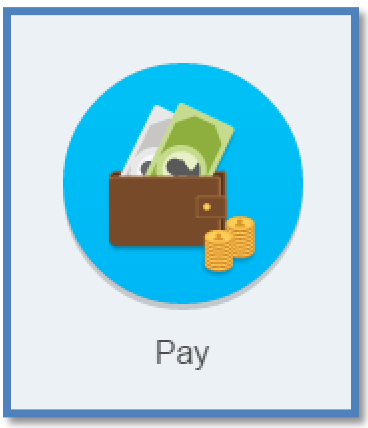
- **<u>Time Off Results by Period:</u>** Allows you to view transactions (time taken and accrued) processed by pay period.

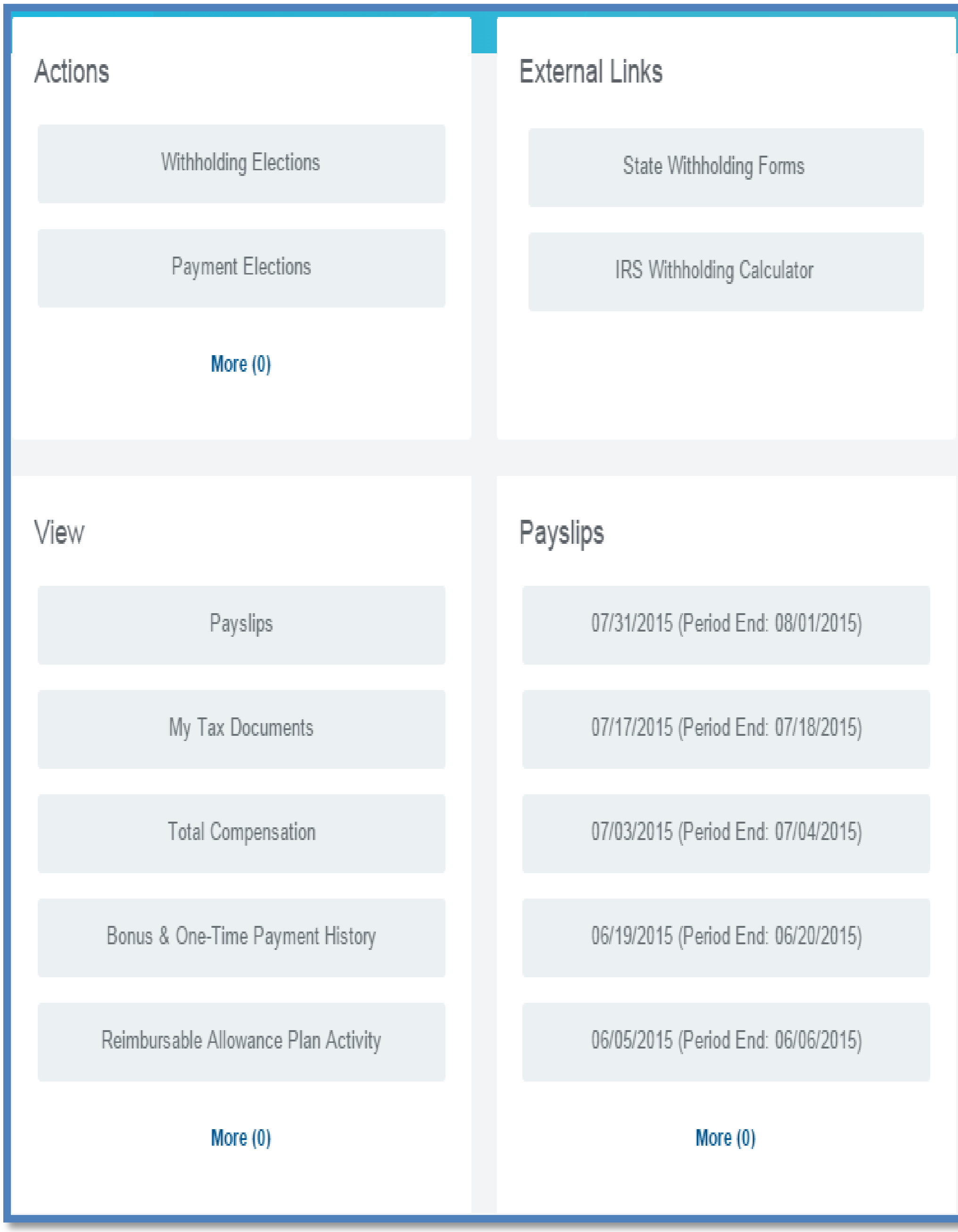




Balance Period	Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
01/04/2015 - 01/10/2015 (Weekly)	Vacation (Salary Retail)	Hours	28.202346	3.076924	5.75	25.990808	1.538462	2	0	25.52927	25.52927
01/11/2015 - 01/17/2015 (Weekly)	Vacation (Salary Retail)	Hours	28.202346	4.615386	10.5	25.52927	1.538462	4.75	0	22.317732	22.317732

Pay Worklet





Actions grid:

From the Workday "Pay Worklet", you can perform the following **actions** (changes):

Withholding Elections

You can change your Federal and State tax elections in this area. Currently you are unable to change State or Local elections within Workday. The appropriate form will need to be printed, filled out and faxed to the payroll department at (603) 266-1003. State Forms can be downloaded by clicking on the 'State Withholding Forms' link in the External Links section

To make changes/additions to federal tax elections:

- Click “Withholding Elections”
- Click “Update”
- Enter effective date of change (effective date cannot be in the past)
- Click “OK”
- Enter data in all applicable fields
- Note: prior to ☑ any of the boxes, read instructions below each box
- Click “I Agree”
- Click “OK”

Payment Elections

Payment Elections (Direct Deposit): selecting this link allows you to view and/or change your current Accounts, Payment Elections and Payment Elections Requiring Setup (if applicable). Most of the screens are user friendly, requesting an action to be taken if the system needs your attention.
Note: When setting up direct deposit, click “Add Account” under the Accounts section to add the new account. Then click “Change Election” in the appropriate row in the Payment Elections section. Click on the + sign to open up a new row and edit the order of accounts and Balance/Amount/Percent information.

Note: You must complete these 2 steps in order to activate the direct deposit

Accounts: This section shows existing accounts that can be selected for direct deposit of your paycheck and/or expense re-imbursements. This is also where you can edit, delete or add new accounts.
Note: When changing or adding a new account, review the information for accuracy before clicking “OK”.

Payment Elections: This section shows the current distribution of your paycheck and/or expense re-imbursements.

Payment Elections Requiring Setup: You will only see this section if you added an account and have not yet selected a payment election. Currently we allow direct deposit for Payroll and Expense payments.

External Links grid:

Links here provide access to important payroll related information such as State Tax Withholding forms and the IRS Withholding Calculator.

View grid:

Payslips

Selecting this link allows you to view/print your Workday Payslips. This screen also displays your current Payslip Printing Election (*Elected not to receive a paper copy of payslips* or *Elected to receive a paper copy of payslips*).
Note: enrolling in Direct Deposit will default you to paperless. You can click on “Change Payslip Printing Election” to change your option here if you would like a paper copy of your payslip.

My Tax Documents

Selecting this link allows you to view/print your W-2 Forms beginning with 2013. Refer to page 57 for information on prior year's forms.

Total Compensation

This link displays your projected total compensation and benefit amounts in both gird and pie chart formats.

Bonus & One-Time Payment History

If applicable.

Reimbursable Allowance Plan Activity

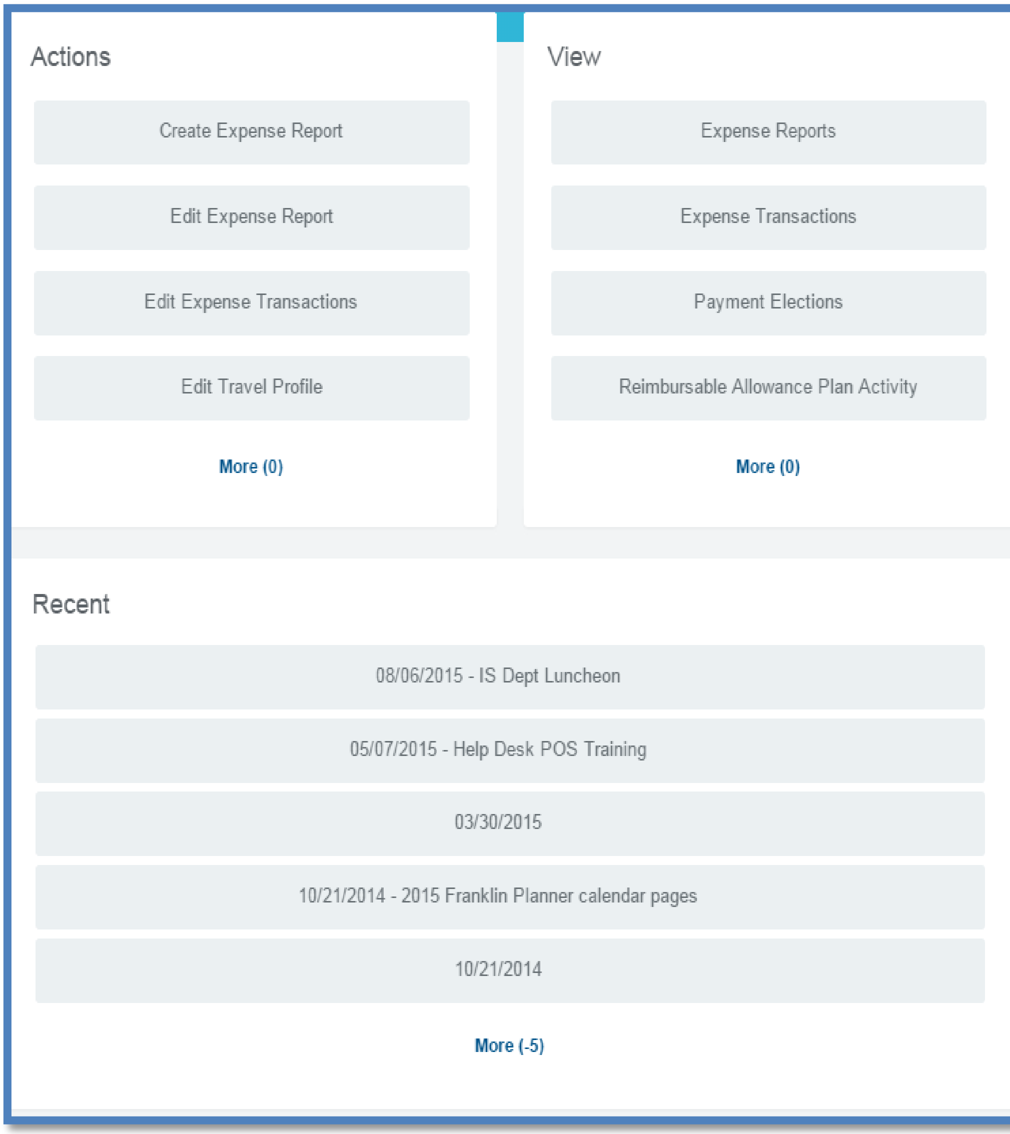
If applicable.

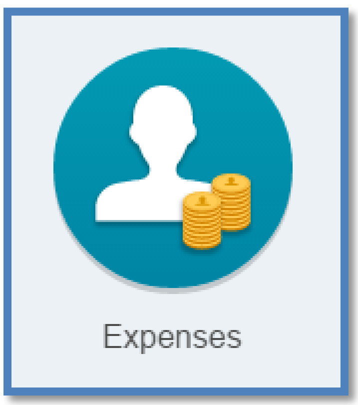
Payslips grid:

Links here provide direct access to view/print your last 5 Workday Payslips.

If you have any questions about your payroll please contact The Payroll Department at payrolldepartment@jjill.com or 603-266-2351.

Expenses Worklet





From the Workday "Expenses Worklet" you can perform the following **actions**:

Create Expense Report
Edit Expense Report
Edit Expense Transactions
Edit Travel Profile (not in use at this time)

From the Workday 'Expenses Worklet' you can **view** the following actions:

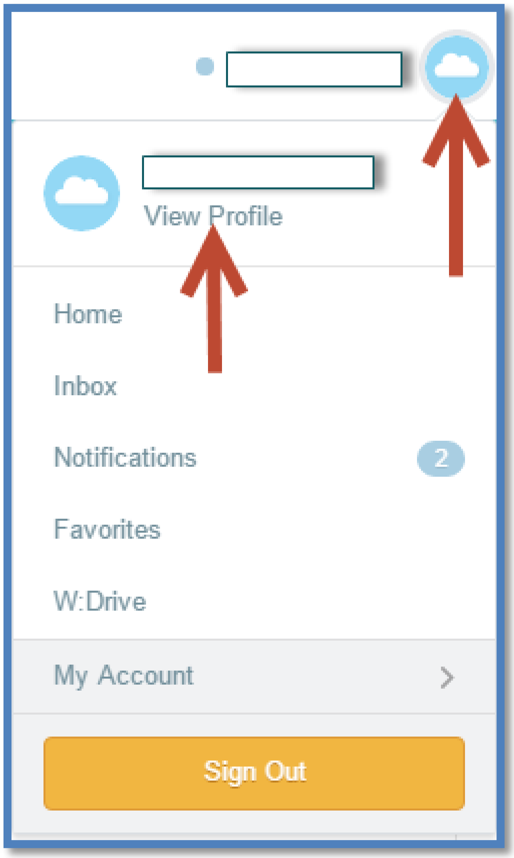
Expense Reports
Expense Transactions
Payment Elections
Reimbursable Allowance Plan Activity (not in use at this time)
Travel Profile (not in use at this time)

Refer to the Workday Expenses User Guide (located in the Guides & Documents Worklet) for direction on How to Create and Approve Expense Reports.

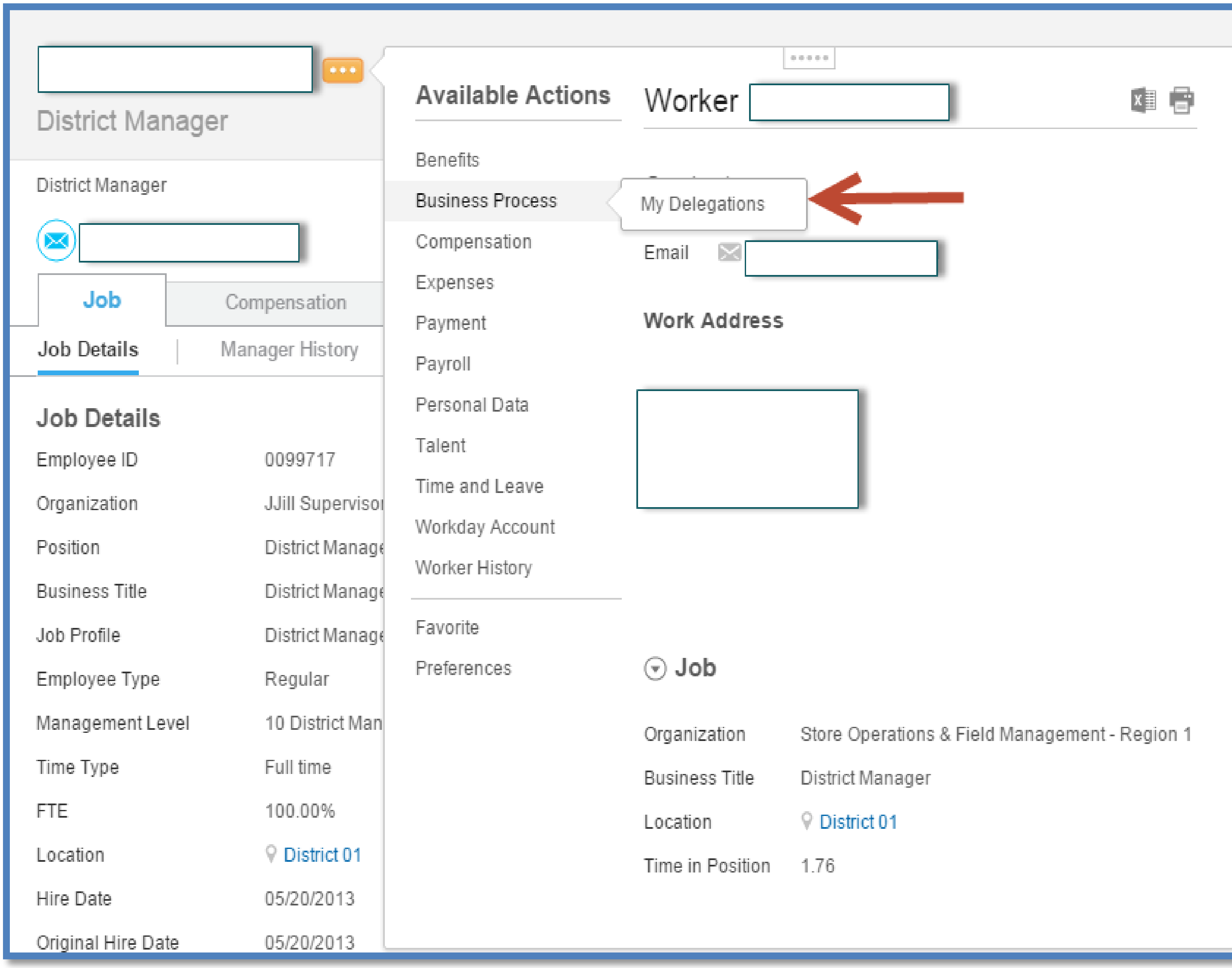
Managing Delegations

Managing Delegation action is utilized when a Manager will be away (Ex. vacation, LOA). This action is performed so actions awaiting your approval will not 'sit 'in your Inbox action tab for the entire duration of your absence. Once your delegation is approved by HRIS, your actions will be routed to your delegate for approval. Notifications of these (and all actions) will be listed in the Notifications drop down of your View Profile icon.

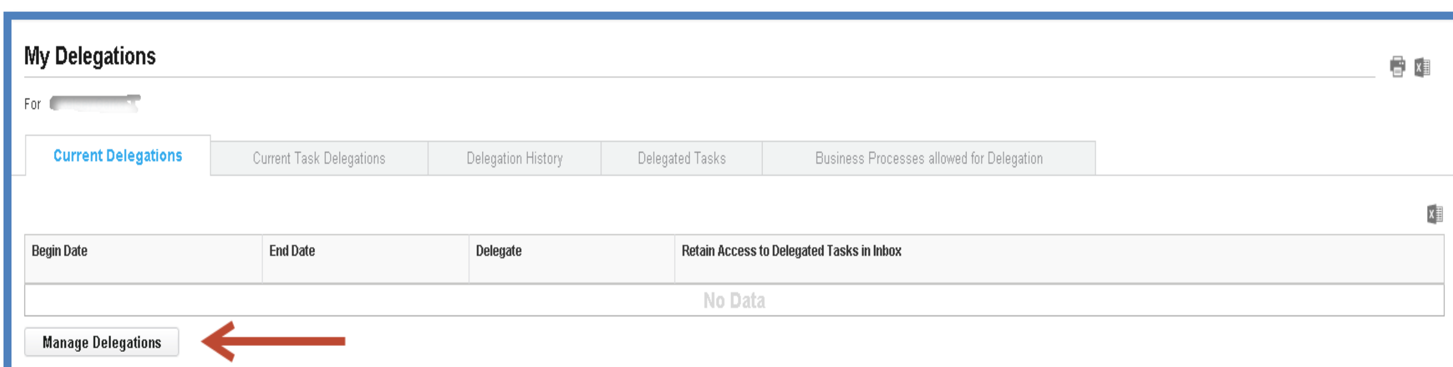
- Click on your "View Profile" icon
- Click on "View Profile"



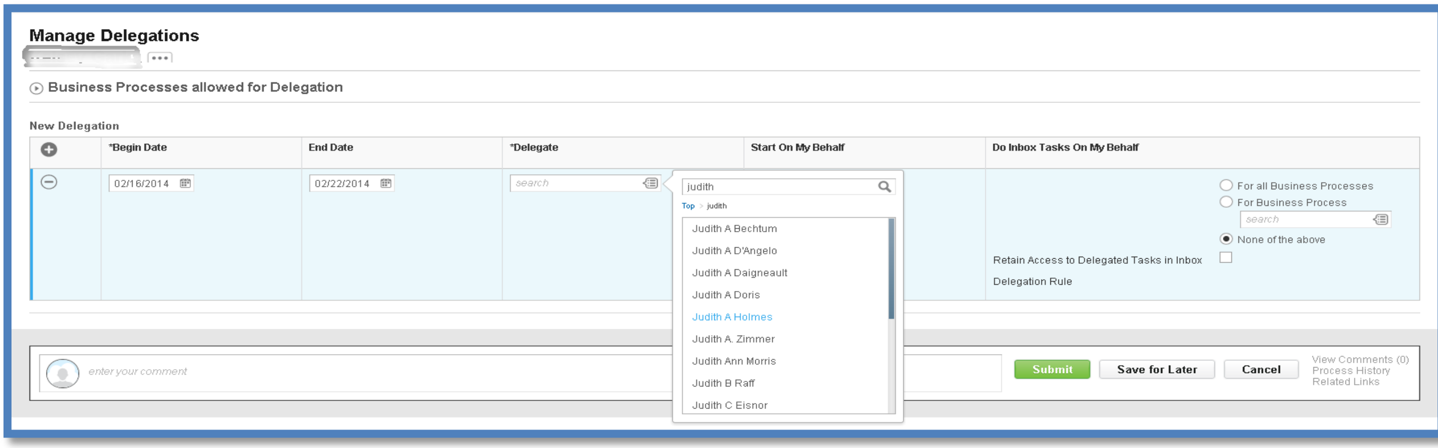
- Click on the orange related actions button next to your name
- Select "Business Process" from Available Actions
- Select "My Delegations"



- Click "Manage Delegations"



- Enter beginning date and end date of delegation
- Click on post it note icon to the right of Delegate
- Enter **your direct supervisor's name** and click the search iconand select him/her as your approved delegate from the drop down menu; SMs are to delegate their DM. DMs are to delegate their RD. If there are questions, contact HRIS
- Click outside of the window; this will close the window, populating the delegate field with the selection
- Click in the circle next to 'For all Business Process'
- Note: by selecting 'For all Busines Practices' this ensures **all actions** in your Inbox will be routed to your delegate for the selected date range. A separate action of Managing Delegations for expense reports (Workday Expense User Guide, pages 29-31) is not needed
- Click "Submit"

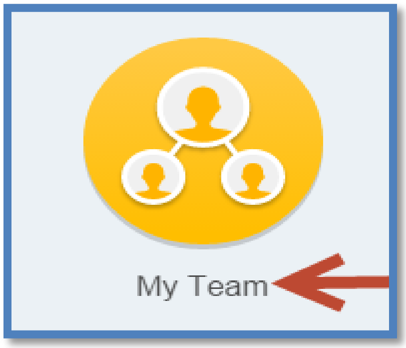


- On the top left side of the screen you will see You have submitted: Designation for: and your name
- Your designation for managing delegations has been sent to HRIS for approval
- Click "Done"

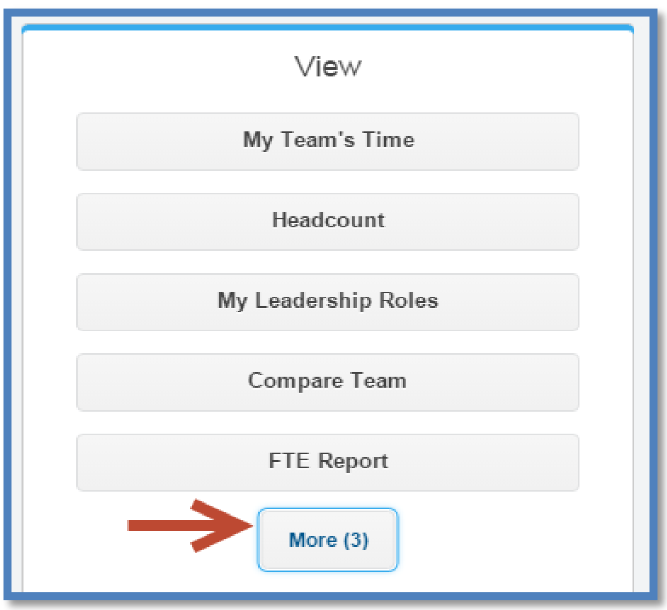
How to view Emergency Contact Information for Your Team

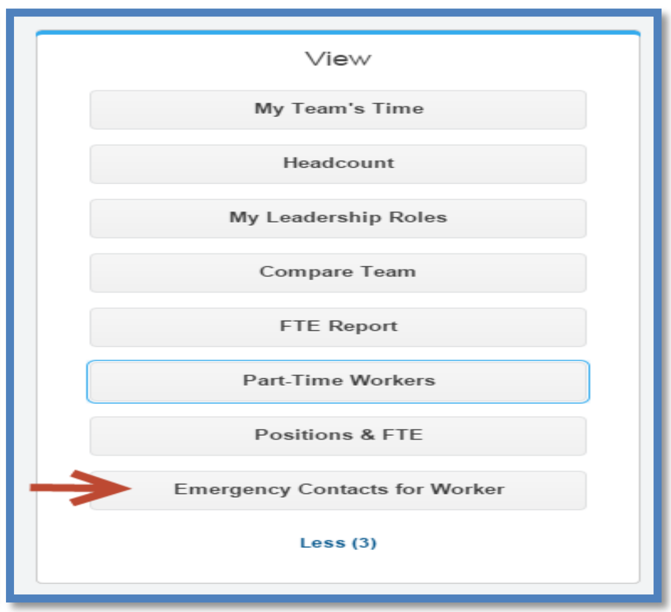
Note: these steps are only available for an Associate that has a Team

- From the Home screen, click the "My Team" Worklet

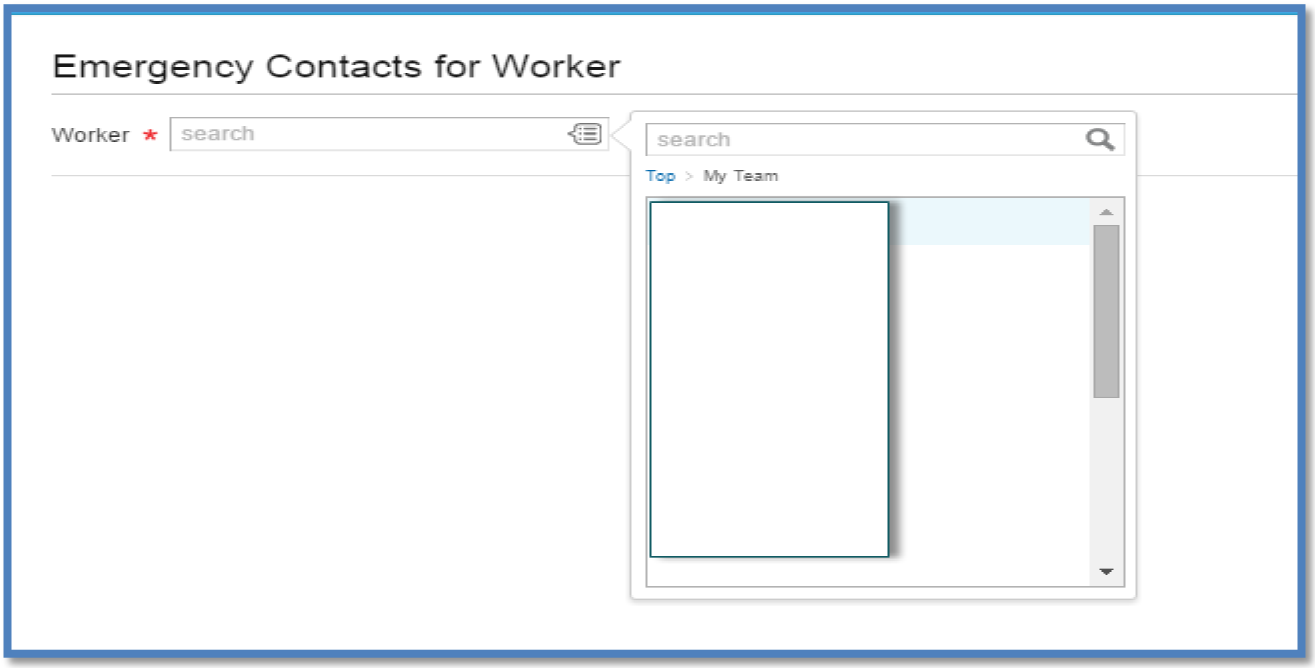


- In the View column click "More"
- In the View column click "Emergency Contacts for Worker"

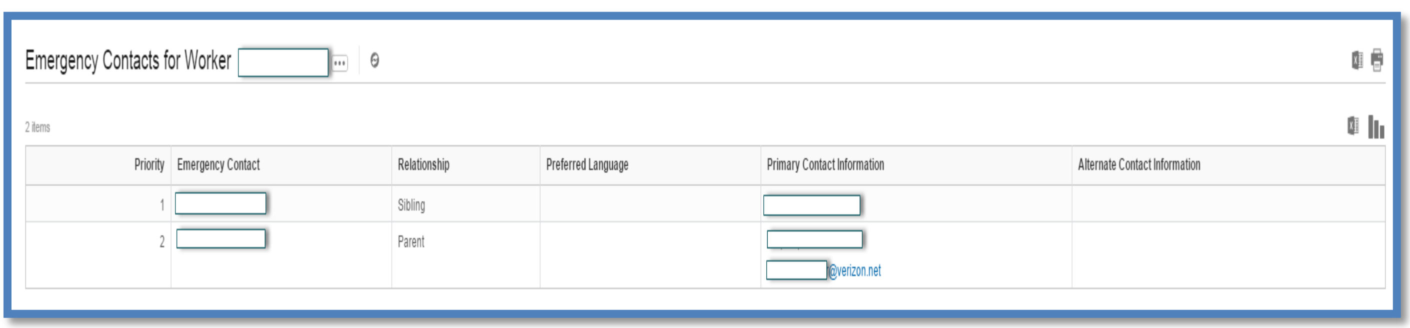




- On the Emergency Contacts for Worker screen, click on the post it note icon
- Select “My Team”
- Scroll down and click on the applicable associate
- Click “OK”



- Emergency Contact information (if entered) will display
- <u>Note:</u> if no Emergency Contact information displays (Associate was hired prior to Workday implementation) please have your Associate refer to page 15 and ask that Emergency Contact information be entered into Workday



Setting up Email Notifications

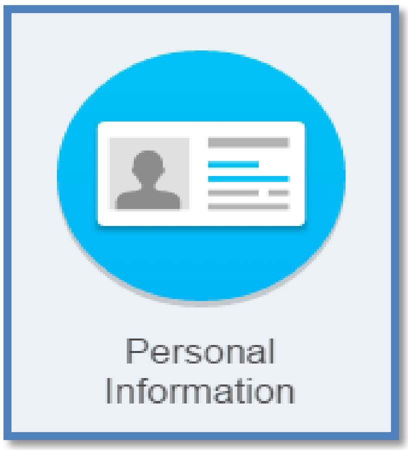
It is recommended that everyone set up their Workday account to send a notification (alert) to their personal email when a 'task' is assigned to them within Workday.

Step 1 - Setting up your E-Mail address

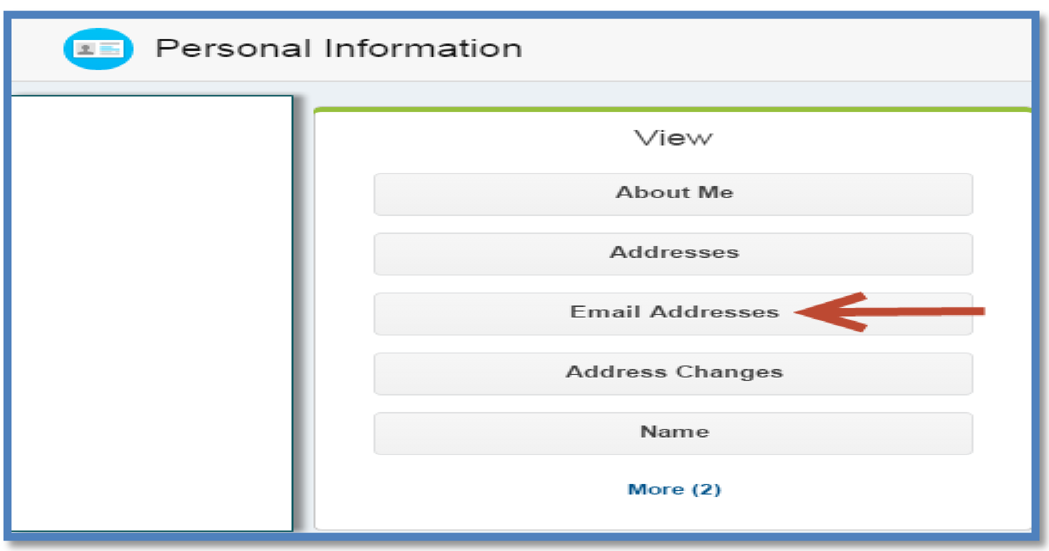
To set up E-Mail notifications your personal email must be entered into your Personal Information field. In most cases your email address was entered into Workday as part of the Onboarding action.

To verify:

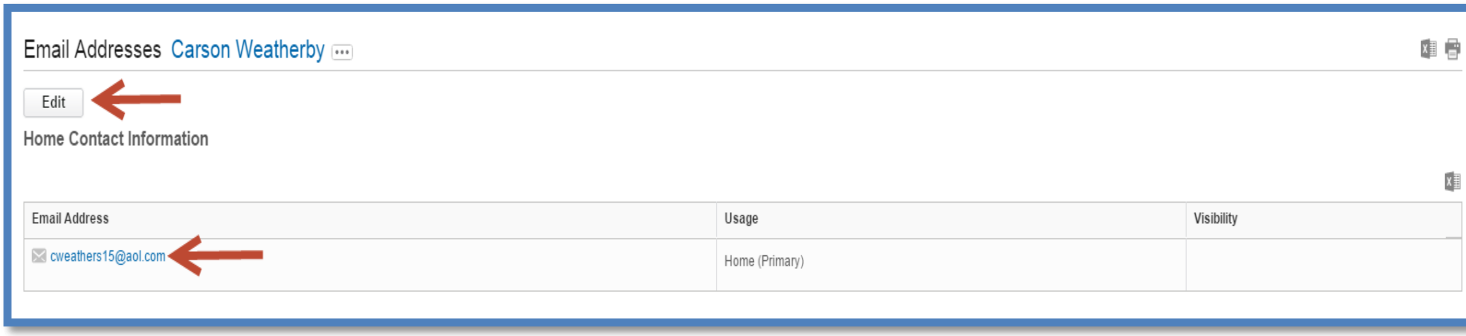
- Log into Workday
- On the Workday home page, click the 'Personal Information' Worklet



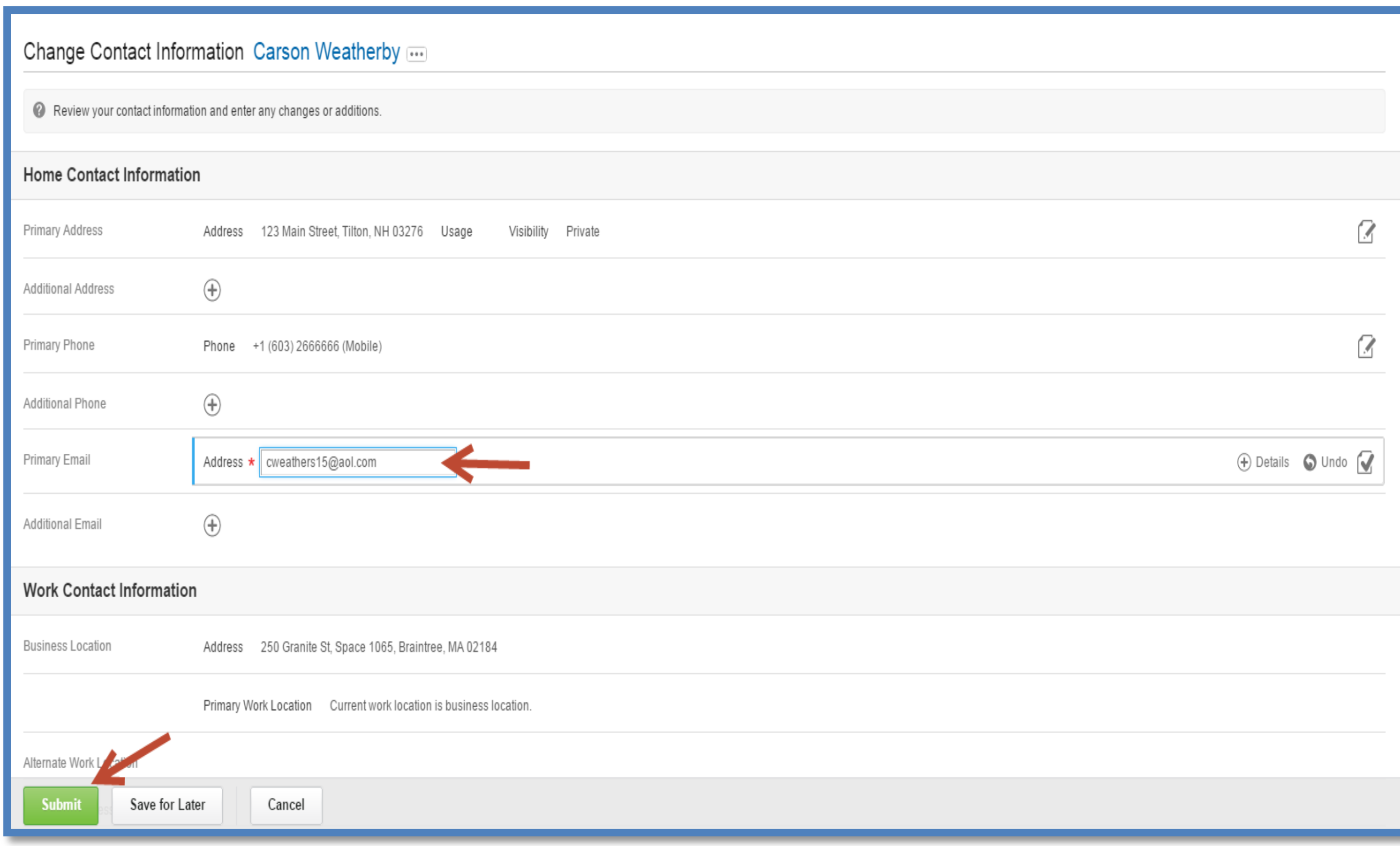
- Click on 'Email Addresses' under View



- If there is an email address populated , and it is correct, go to step 2, Setting up your Email Notifications on page 48
- If there is an email address and it is not correct or there is no email address, click "Edit"

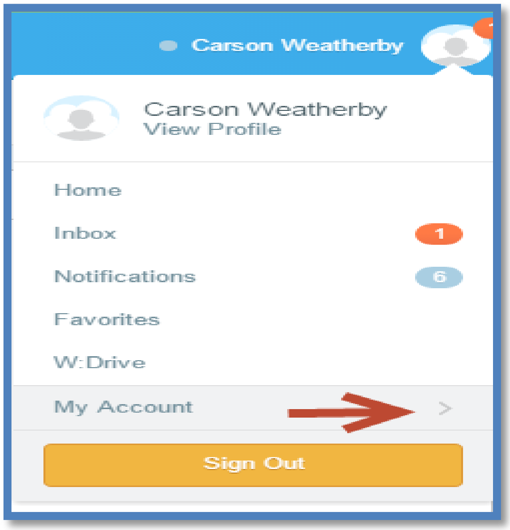


- Click on the pencil/pen icon to the far right of the Primary Email row
- Enter or edit email address information
- Click "Submit"
- Click "Done"



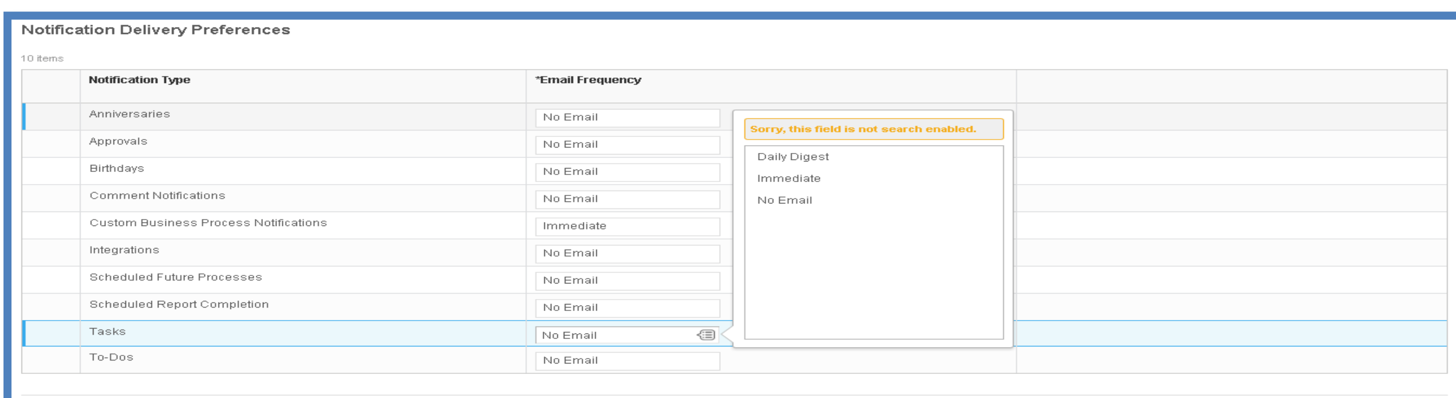
Step 2 - Setting up your Email Notifications

- Click on your Profile Icon
- Click “My Account”



- Click “Change Preferences”

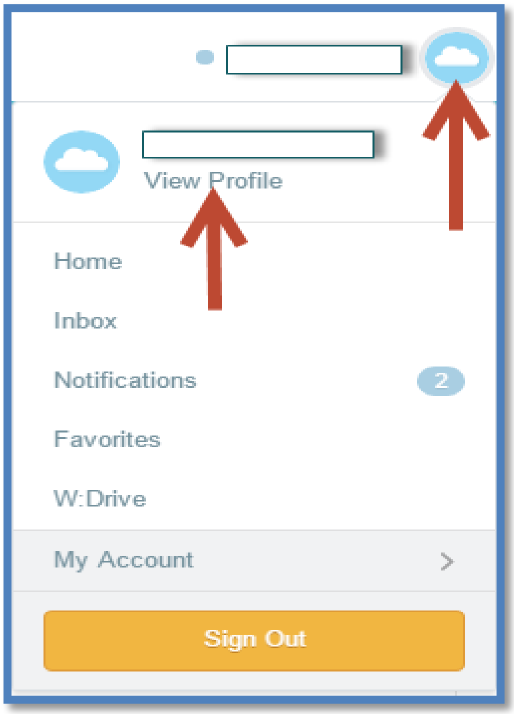
- Scroll down to the Notification Delivery Preferences section and select a notification type (in this example we have selected ‘Tasks’)
- In that row, click on the post it note to the right of No Email and you will have three Email Notification Settings:
  - Daily Digest – you will receive one email alert at 8:00am daily
  - Immediate – you will receive an email notification when the action comes through
  - No Email – you will not receive an email notification



- Click “OK”
- Click “Done”

Additional Information - Job & Compensation

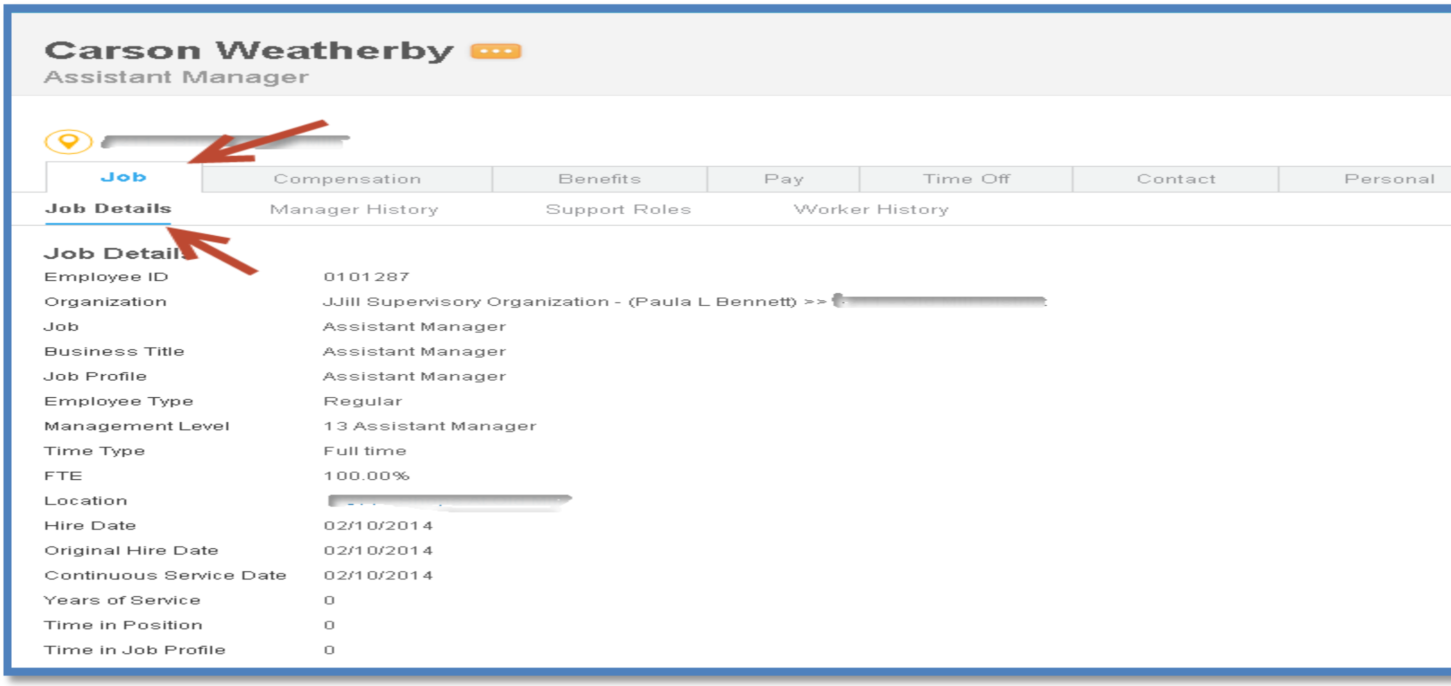
You can access your Job and Compensation information from the home page by clicking on your Profile icon and clicking "View Profile".



This will take you to the view which includes the following tabs; Job, Compensation, Benefits, Pay, Time Off, Contact and Personal.

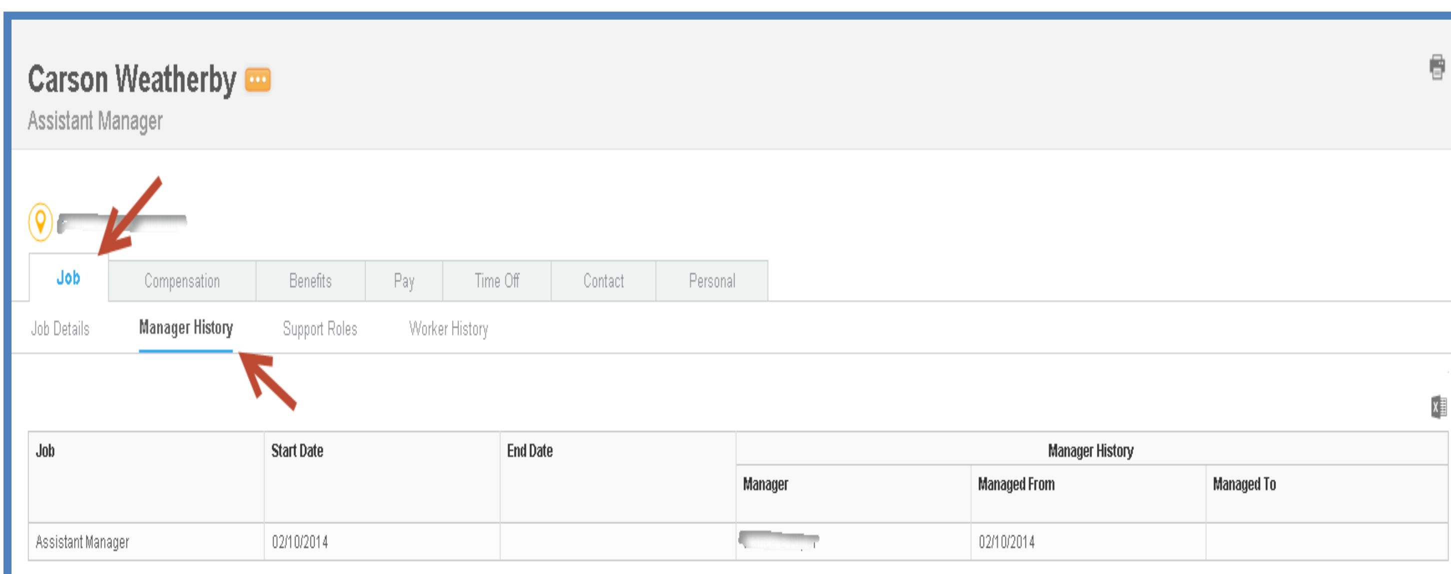
Job Tab and the Job Details View

This view provides you with important information about you and your job at J. Jill. This is where you will access your Employee ID, the organization that you belong to within J. Jill and the current job title on your official record. It will also provide additional information about your employment status, job level, location and important employment dates.



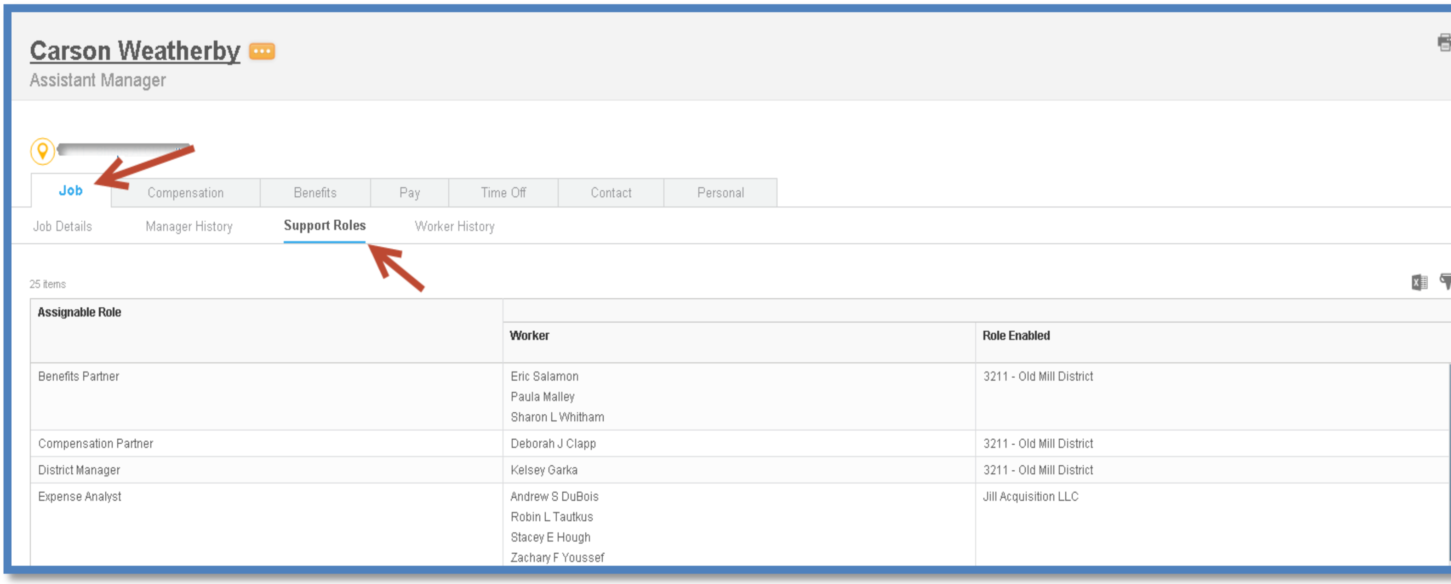
Job Tab and the Manager History View

The Manager History view will be populated with any subsequent supervisor and job changes that occurred after our data carryover date of April 16, 2013. It does not include any past history. Any changes that occur in the future will be displayed in this location.



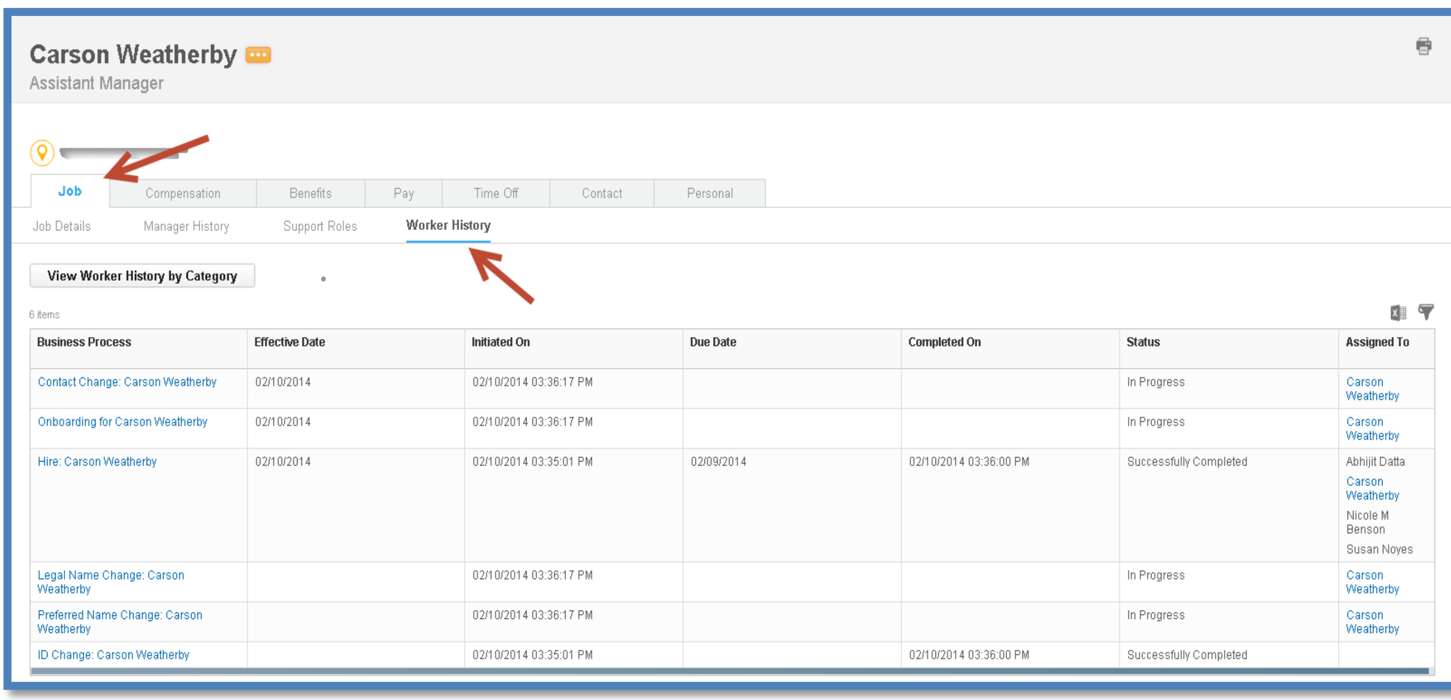
Job Tab and the Support Roles View

This view lists the names of the Workday systems and process administration associates.



Job Tab and Worker History View

This view will be populated with all completed business process that occurred after our data carryover date of April 16, 2013 and do not include any past history. Any changes that occur in the future will be displayed in this location.



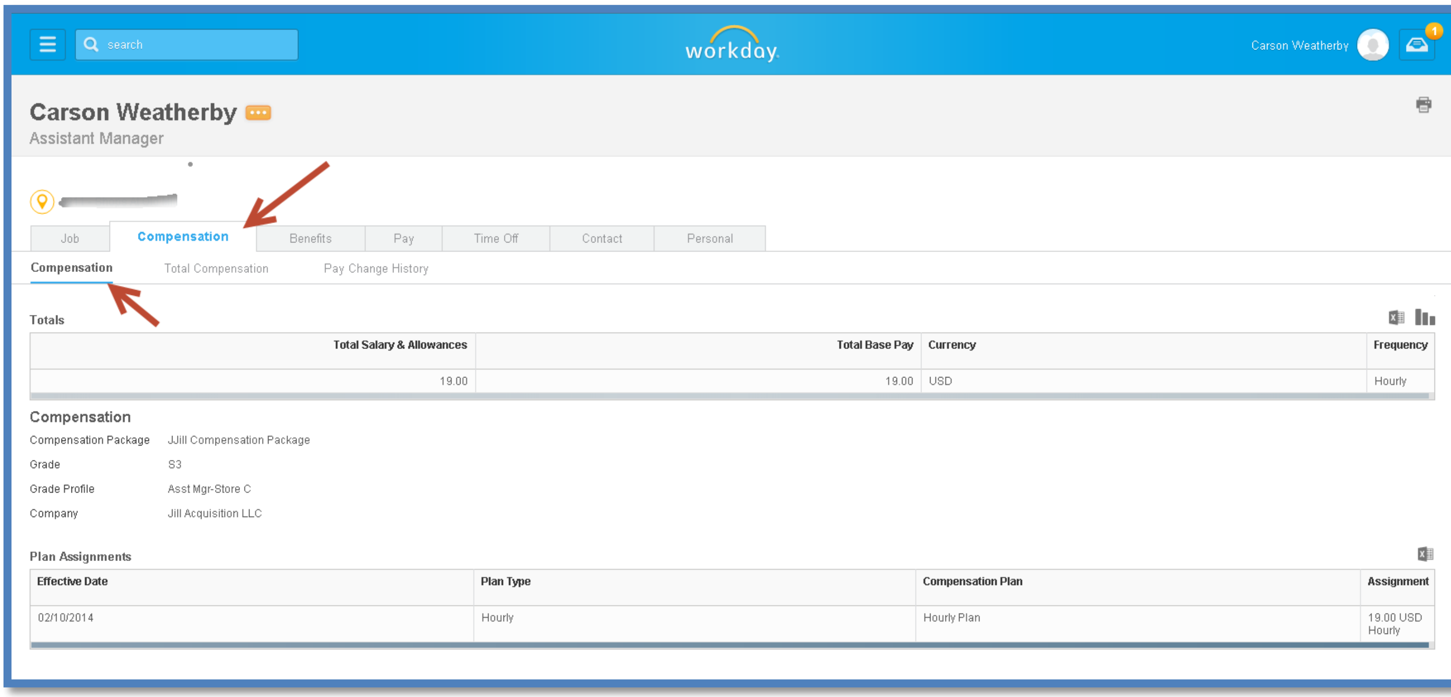
By clicking on the Compensation tab, this will take you to your compensation view; a useful tool to help you view and understand each component of your J. Jill compensation package.

<u>Compensation Tab and Compensation View</u>

This view displays your current pay rate and plan assignment information.

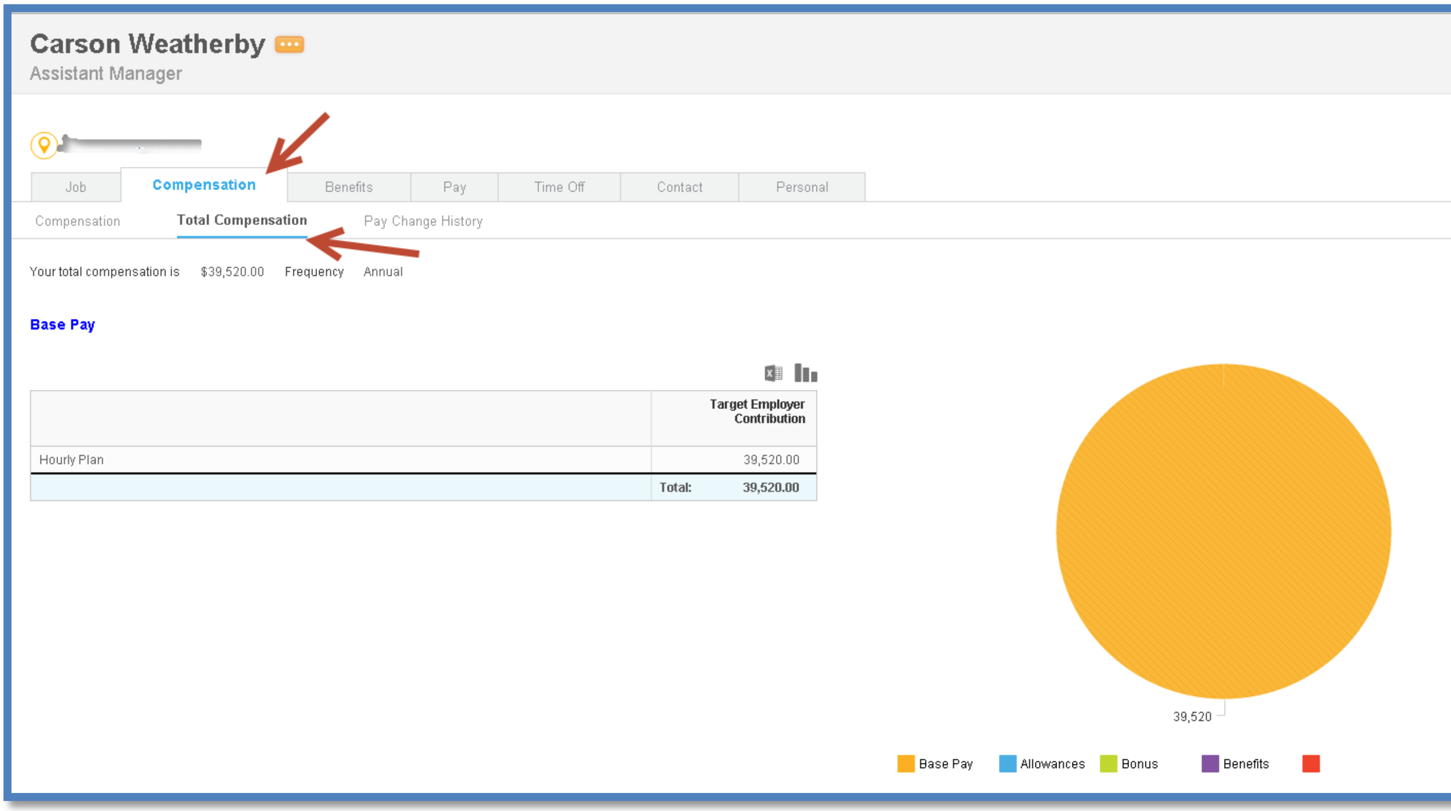
The 'Totals' grid shows your current pay rate as either an annual or hourly amount depending on your job classification. The annual amount displayed is an estimated figure. The grade and grade profile are used in compensation to categorize groups of associates.

The 'Plan Assignments' grid displays your current pay plan assignments and the effective date of the assignment which will correspond to your most recent pay change date.



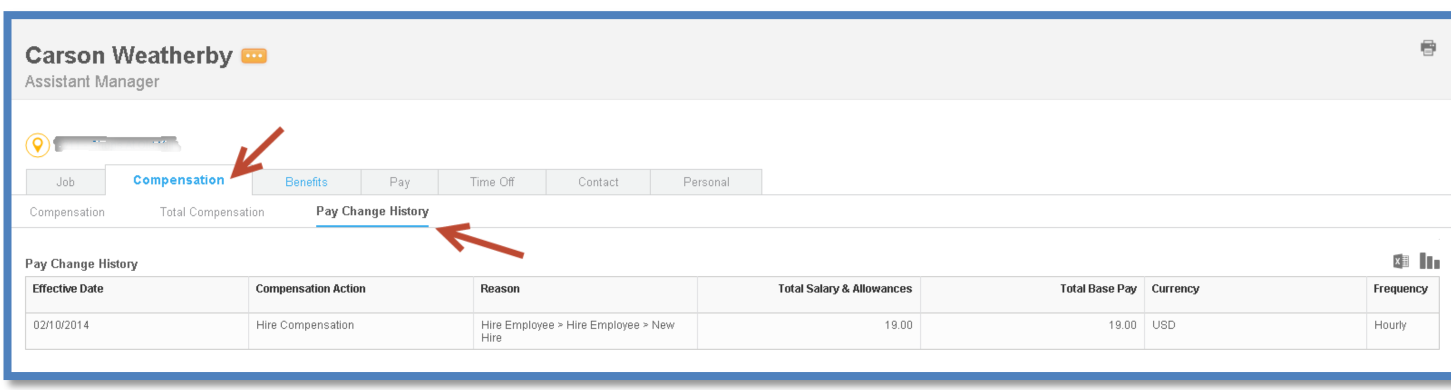
Compensation Tab and Total Compensation View (if applicable)

This view brings together a view of all the compensation plans you are assigned to as well as benefit plans you are enrolled in that make up your total J. Jill compensation. The benefits component displays both employee and employer contributions on an estimated annualized basis. A pie chart provides a view to how each pay component contributes to your total compensation package.



Compensation Tab and Pay Change History View

This view will be populated with any subsequent pay changes that occurred after our data carryover date of May 13, 2013 and does not include any past history. Any changes that occur in the future will be displayed in this location.



A periodic review of your job and compensation information is important to maintaining the integrity of our data. If you have any questions or concerns about the information provided in these views, please contact the Compensation team at HRCompensation@jjill.com

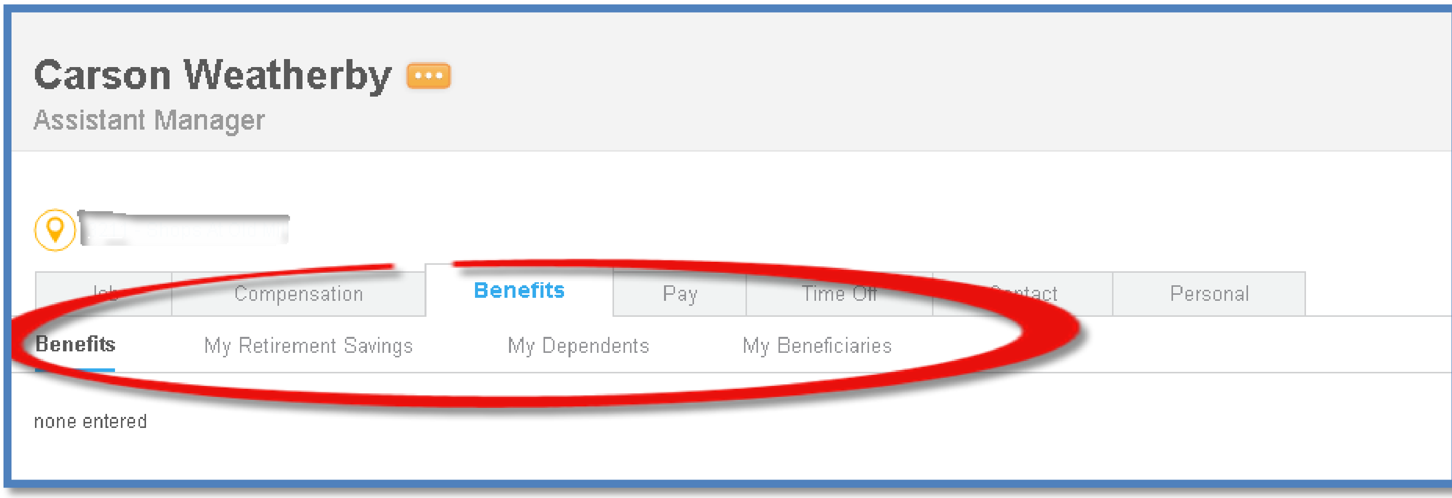
Benefits Tab and Benefits View (if applicable)

Benefits Tab and My Retirement Savings View (if applicable)

Benefits Tab and My Dependents View (if applicable)

Benefits Tab and My Beneficiaries View (if applicable)

If applicable, these views will be populated with corresponding data (refer to 'Benefits Worklet', pages 16 or 28)

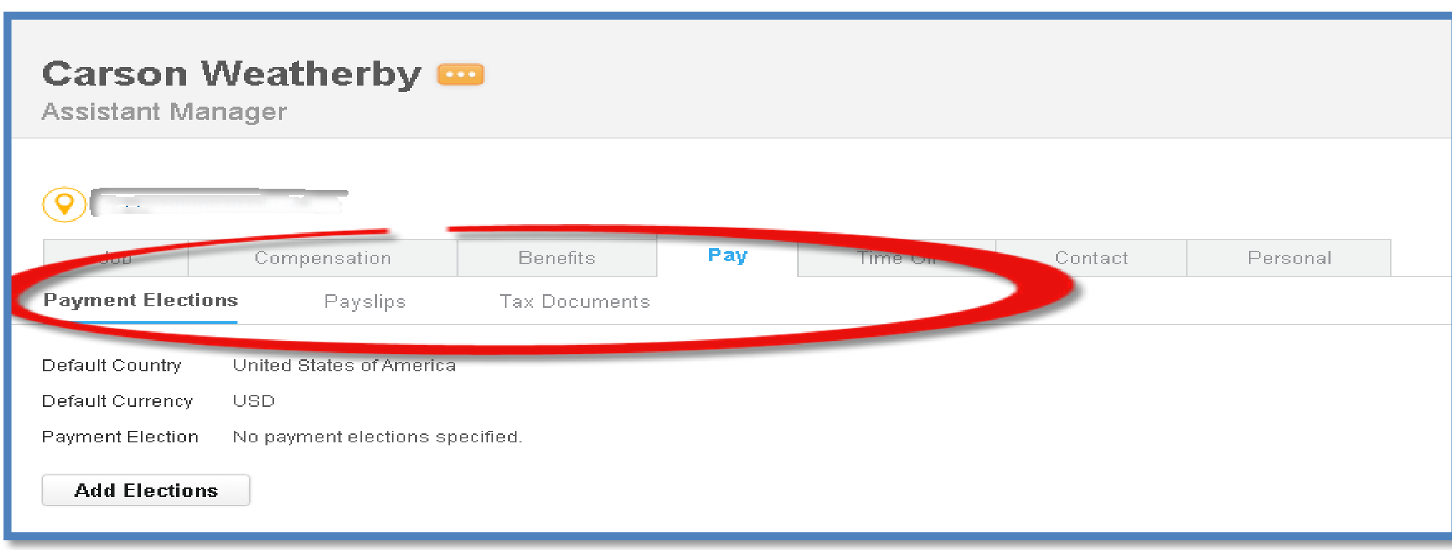


Pay Tab and Payment Elections View

Pay Tab and Payslips View

Pay Tab and Tax Documents View

These views will be populated with corresponding data (refer to 'Pay Worklet', page 37).

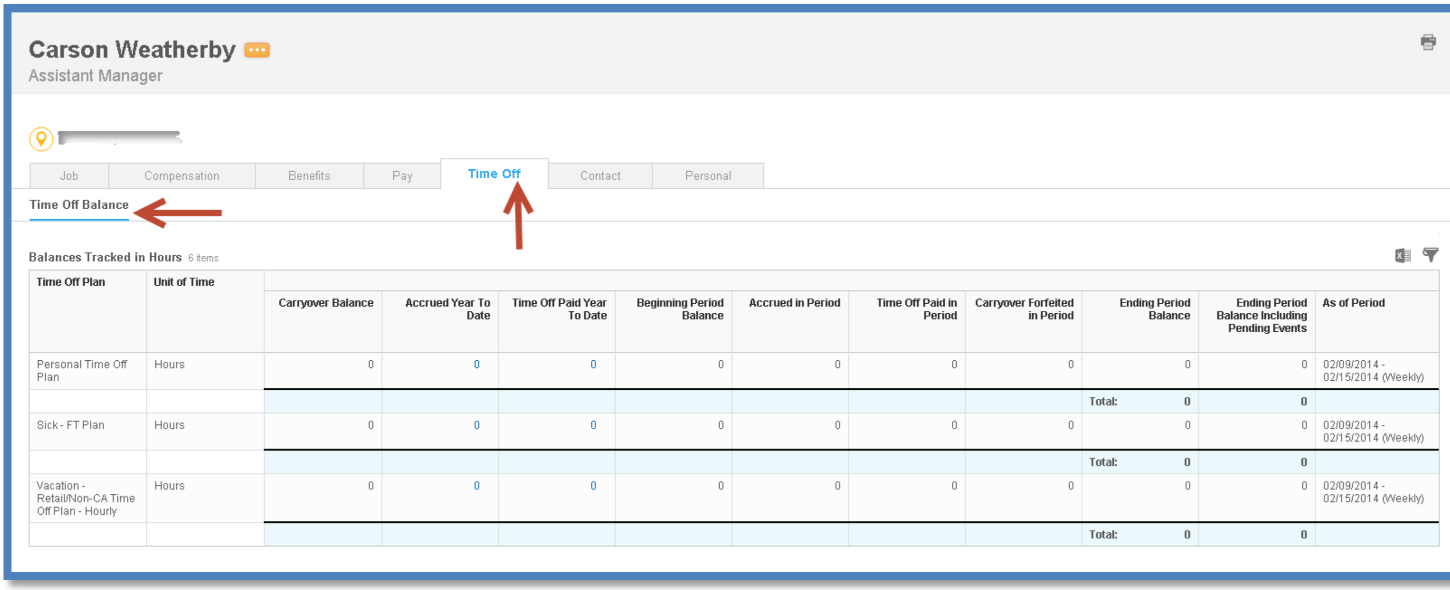


Time Off Tab and Time Off and Leave Requests View (if applicable)

This view will show any LOA time taken (if applicable).

Time Off Tab and Time Off Balance View

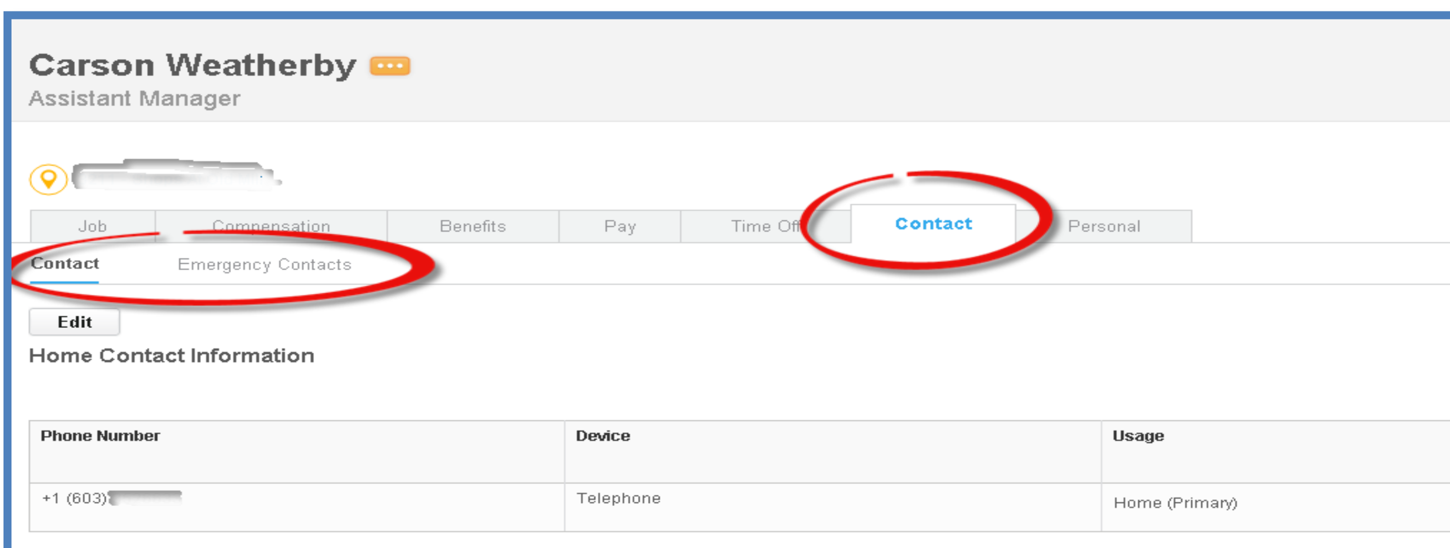
This view will show the Time Off Balance Report.



Contact Tab and Contact View

Contact Tab and Emergency Contacts View

These views will be populated with corresponding data (refer to ‘Personal Information Worklet’, page 15).

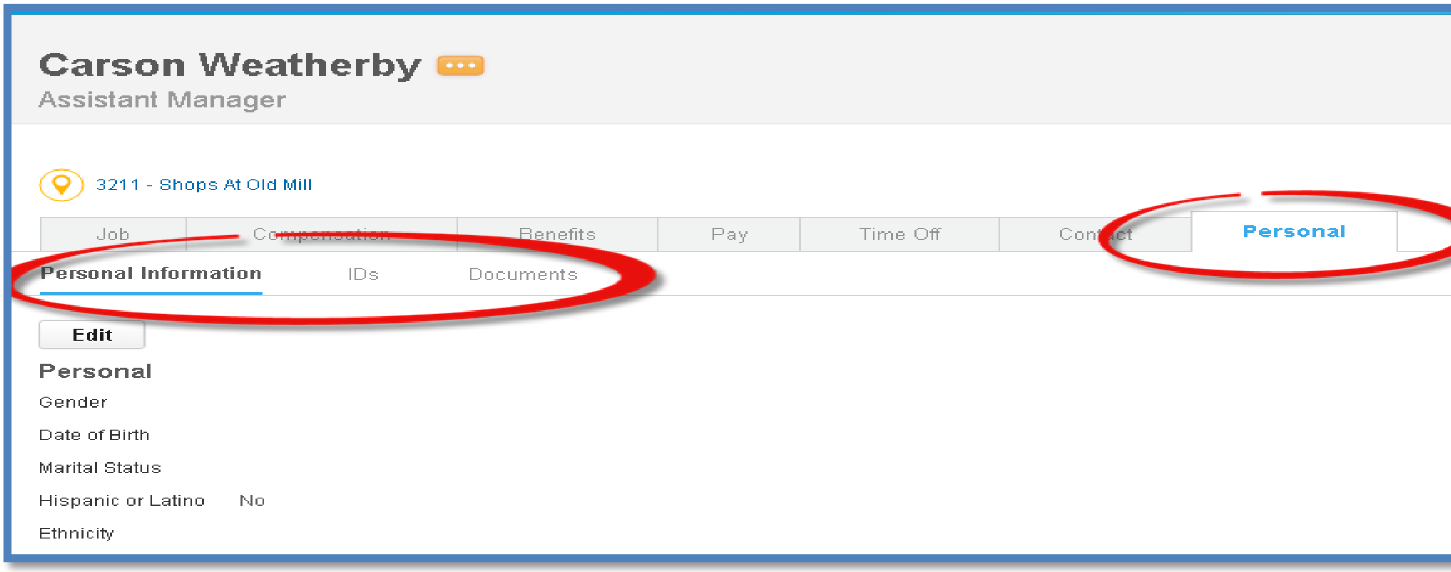


Personal Tab and Personal Information View

Personal Tab and IDs View

Personal Information Tab and Documents View

These views will be populated with corresponding data (refer to 'Personal Information Worklet', page 15).



'My Team' Information for Directors, VP's/SVP's and Field Management

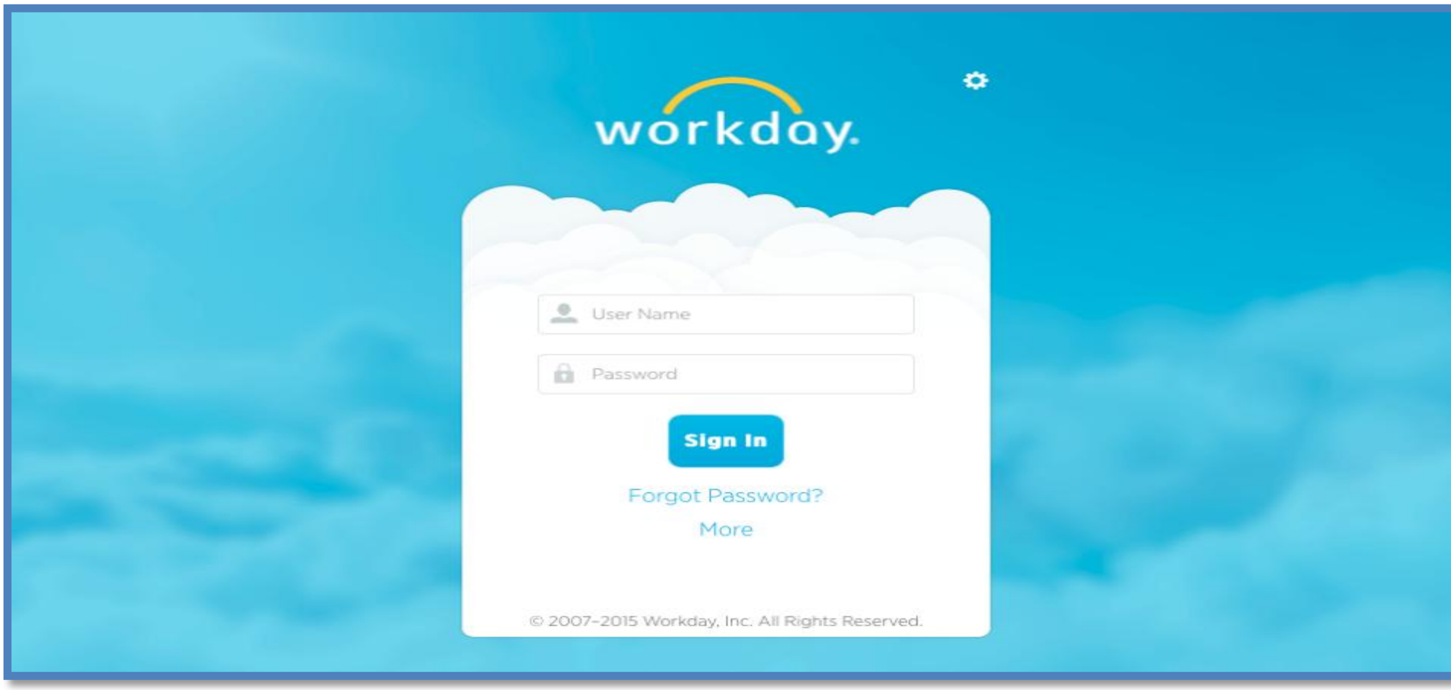
In addition to accessing the above information/views for your own job and compensation, you are also able to view job and compensation information for associates that report to you. Click on the 'My Team Worklet'; your direct reports will display. Click on a name in the grid and then click on the associates' name (which is a link) to view their job and compensation information/views.

Workday Mobile app Login page (iPad)

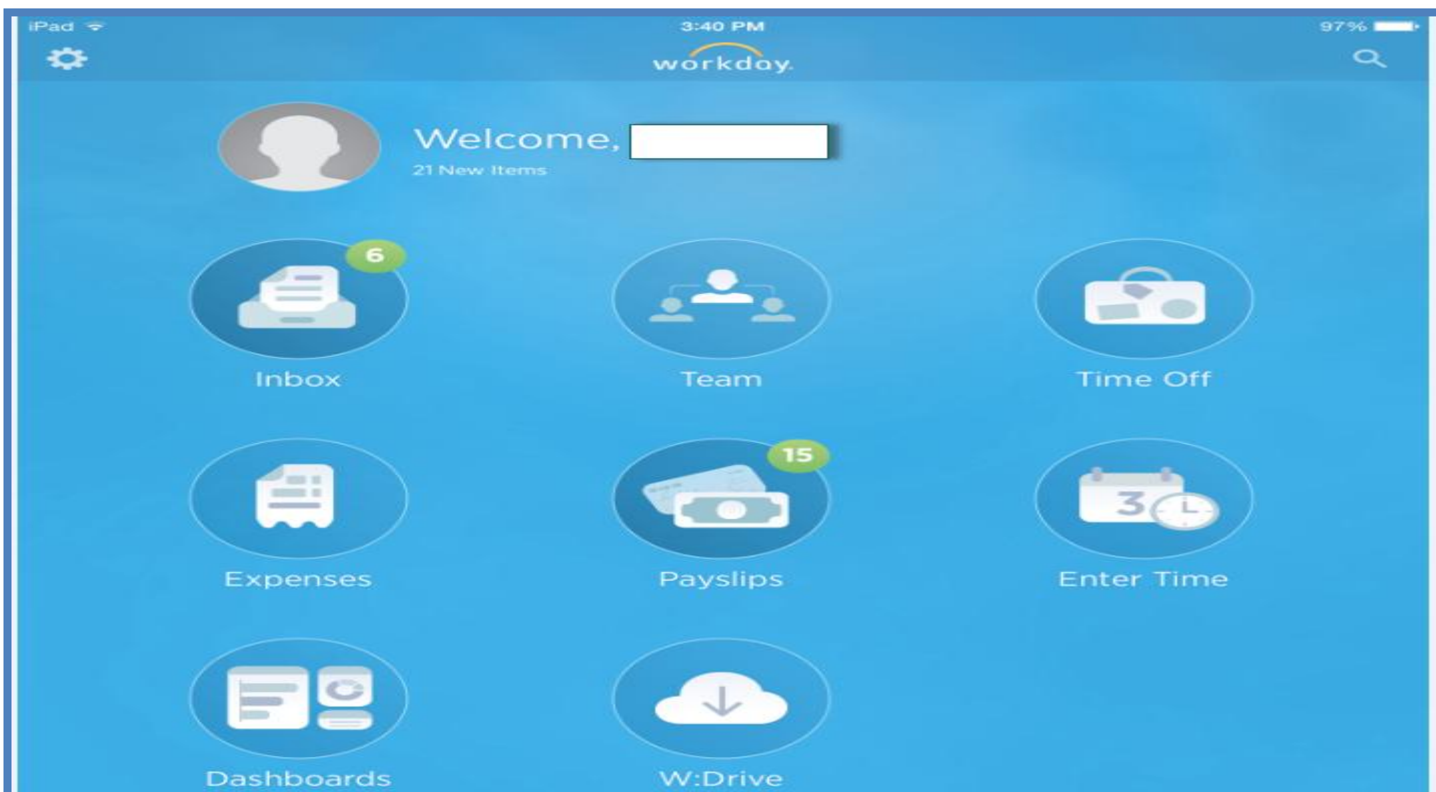
Workday offers a mobile app that can be downloaded for Apple and Android products for free. Once you have downloaded the app, you will need the following information in order to get connected:

- Tenant: jjill

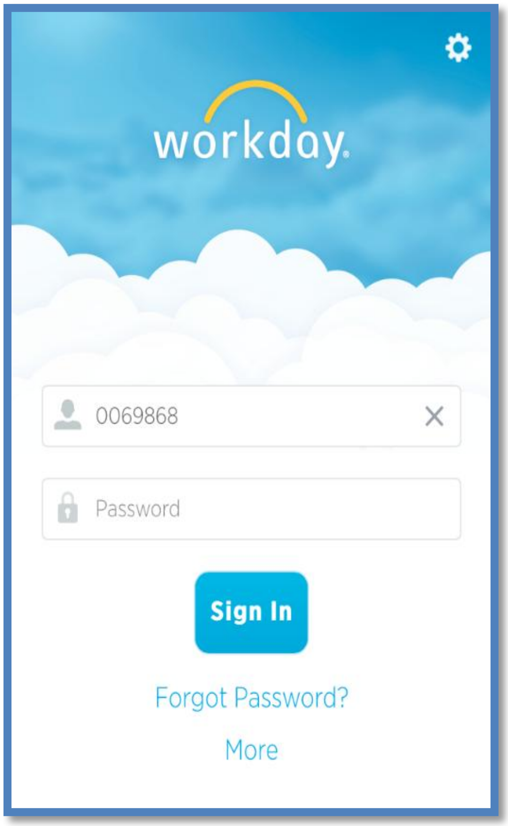
Once you reach the log in screen, use your Workday username and password to sign in.



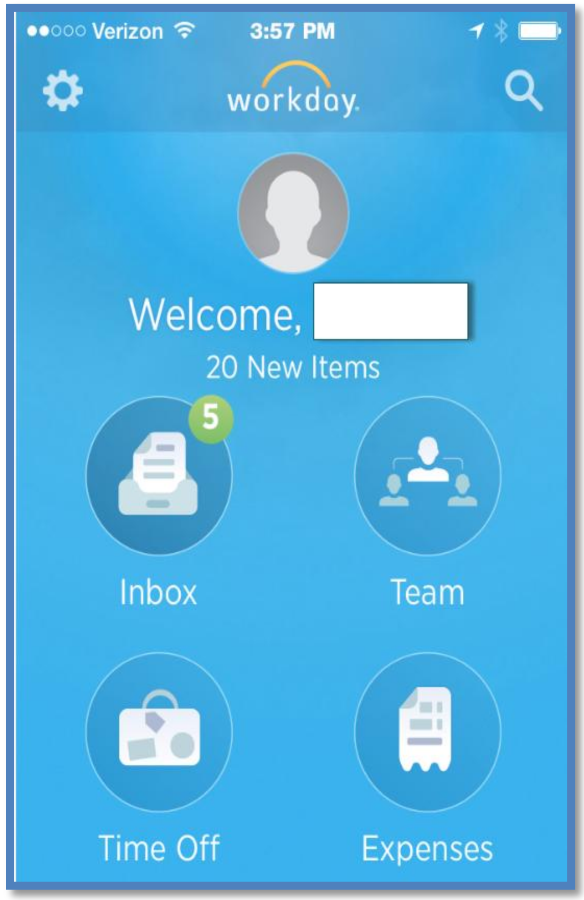
Workday Mobile app Home page (iPad)



Workday Login page (iPhone app)



Workday Home page (iPhone app)



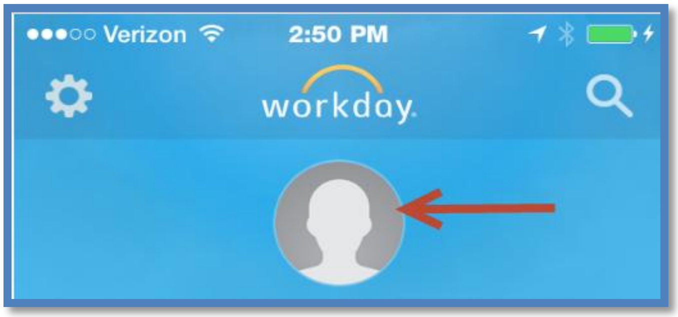
Download the free Workday application from your iPhone app store

Note: the Workday application is now available for android phones

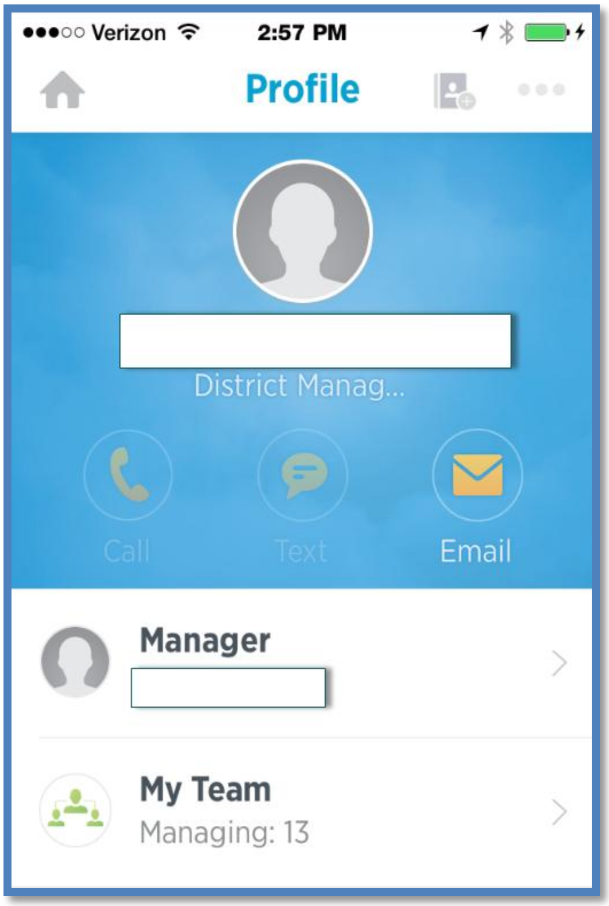
Enter the following registration information:

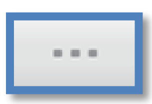
- Tenant: jjill
- Web Address: https://wd5.myworkday.com
- Proxy: set to off

To get to 'My Profile' tap on the photo image above your name.

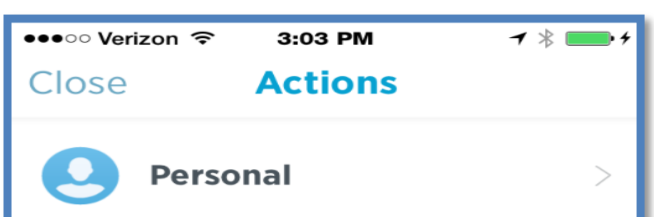


In My Profile section, associates can complete changes to several pieces of personal information

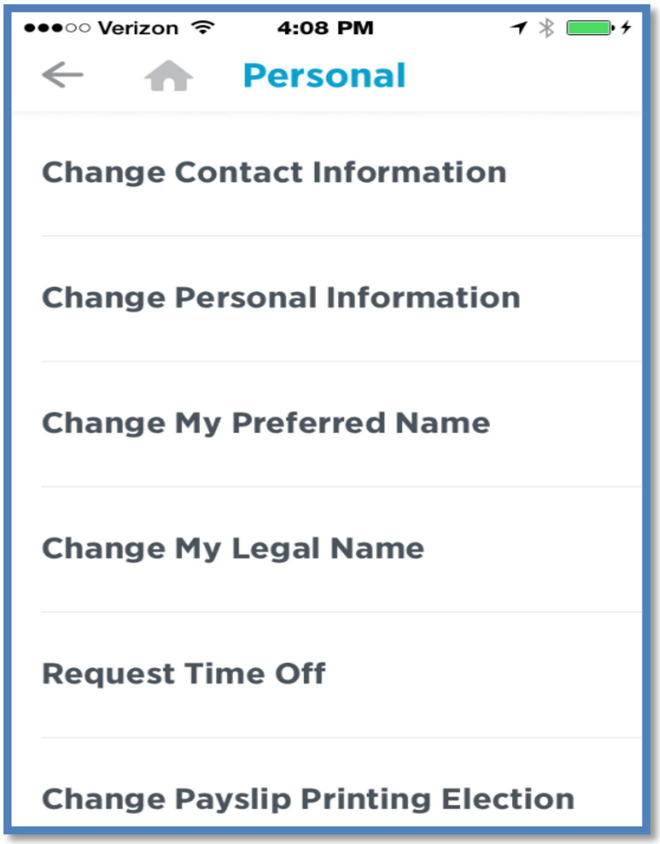




- Tap the 3 dots in the top right corner
- Tap “Personal”



- You can make the following action **changes**: Change Contact Information, Change Personal Information, Request Time Off, Change Payslip Printing Election and Update Federal Withholding
- Note: Preferred and Legal name changes are routed to your HR business partner for approval. You will need to provide appropriate documentation before system changes will be made
- Note: We are not using Edit Travel Profile at this time



Frequently Asked Questions – ESS & Benefits

What is my Workday User name and password?

-Your User Name is your Employee ID, which your Manager entered on the Workday New Hire Onboarding Quick Start Form on your first day of work. Your Employee ID (Emp ID) can also be found on your paycheck or on your associate discount card. On your discount card is the seven digits which appear after the 99(xxxxxxx) in the upper left on the card.

-Your initial Workday password follows the below cadence:

- Last 4 digits of Employee ID (e.g. 9260)
- 'aaa'
- '00'
- Example: 9260aaa00

You will be prompted on your first login to change your password. Your new password must be at least 6 characters in length and must have at least 1 number and 1 lower case alpha character.

How do I access Workday?

-You may login to Workday from any computer with Internet access through a supported browser (ex. Google Chrome) using your login and password information.

What can I do in Workday by clicking on the various Worklets?

-View and change your name, address, phone number and emergency contact information
-View payslips, compensation, and job information
-View and change withholding elections, payment elections and time off reports
-Request a leave of Absence and a Return from Leave of Absence
-View and create expense reports
-View and Change Current Benefit Information, including Insurance Beneficiary information
-Link to Benefit Vendor websites
-View 401(k) information

Is using Workday secure?

-Information stored in Workday complies with all security measures. When you click the Login button, your username and password are encrypted. J. Jill continues to ensure that the most updated security technology is used to safeguard your information.

I need to change my name. Why do you need a copy of my Social Security Card?

-The Federal guidelines require all employers to submit wages under the same name that is on file with the Social Security Administration. Therefore, we need to verify that the name on your new Social Security card matches the new name.

How do I make changes to my benefits?

-Your benefits can be changed at open enrollment or with a qualifying event (marriage, birth of a child, spouse loss of coverage, etc.) online by using the Benefits Worklet.

How do I change my 401(k) deduction?

-You will need to make this change on the Mass Mutual website (www.massmutual.com/retire) or by calling 1-800-743-5274.

Frequently Asked Questions – Payment Elections (Direct Deposit)

I don't have any accounts set up for direct deposit, where do I start?

-Click the *Pay Worklet* on the Workday home page. Click *Payment Elections* under Actions. From there you'll be able to add your account information. Be very careful when keying your information in! Accuracy will ensure no delay in receiving your pay. If you are unsure about something, please reach out to the payroll department.

I have an account set up, now what do I do?

-When you set up your new account, there were two check boxes to indicate the *Use for Pay Type* for the new account. If you left those checked, you will notice that you now have payment elections for Payroll Payments and Expense Payments. If you unchecked those boxes, you will need to click the *Change Election* button for each *Pay Type* in order to add the new account for direct deposit. Once you click *Change Election* you will need to choose *Direct Deposit* from the drop down under *Payment Type* and then choose the account to deposit to. Once you click *OK*, you'll see the account is now set up under *Payment Elections*.

How do I change an existing account?

-If you're looking to change bank account information (i.e. Bank Name or Account Number), simply click on the *Change Account* button in the *Accounts* section. If you're looking to change how much money goes to each account, you'll need to click on the *Change Election* button under *Payment Elections*.

Note: If you're setting up multiple accounts for depositing your pay, the last account listed on the *Payment Elections* page must be a *Balance* deposit. The deposits will be taken in the order they are listed, with the balance of your check always going to that last account.

How do I delete an existing account?

-You cannot delete an account that is currently being used in a Payment Election. The first thing you'll need to do is remove that account from your *Payment Elections*. Click the *Change Elections* button and then simply click on the blue  to remove the row with the account being deleted. Then click *OK* and once back on the *Payment Elections* screen you will be able to select the *Delete Account* option.

Prior Years Online Paystubs and W-2's

Prior to going live with **Workday** in 2013, we partnered with our pay card provider, **Global Cash Card**, to provide all associates with online access to their paystubs and Federal W-2's. These documents are still available through the secure Global Cash Card website and set up is quick and easy!

FIRST TIME GLOBAL CASH CARD WEBSITE ACCESS:

- Go to https://www.globalcashcard.com and click on "Register Here" link, just below the User Login box in the upper right hand corner. NOTE: Online paystub access does not automatically sign you up for a Global Cash Card

- On the next screen you will be asked if you have a Global Cash Card – select "No". You will be redirected to the Non-Cardholder Account Setup screen

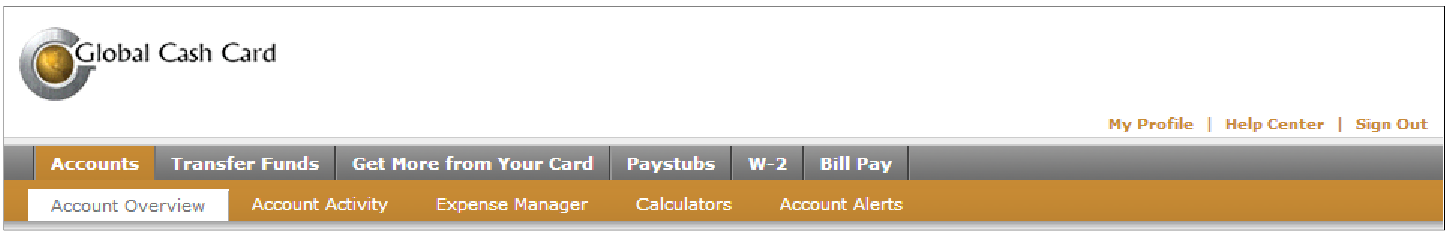
- Enter your last name as it currently appears on your paycheck and your Social Security Number (without the dashes) in the appropriate fields and click 'continue' (If you receive a message indicating you have entered invalid credentials, please call the toll-free number on the screen for assistance)

- Follow the prompts on the subsequent screens to set up your own unique username and password

- Once logged in, you will see Paystub and W-2 tab options. NOTE: You will not see the same tabs as the screen shot below if you are not a GCC cardholder

CURRENT GLOBAL CASH CARD HOLDERS:

If you already have a Global Cash Card pay card and have set up your online access, simply log on as usual. You will see two tabs (shown below) labeled "Paystubs" and "W-2" at the top of your account screen. If you have not set up your online account, please follow the steps above and select 'yes' in Step 2 to indicate you are a current cardholder.



How Secure Is Your Information?

Protecting your privacy is our number one concern. Global Cash Card undergoes multiple third party audits and penetration testing exercises annually to ensure the strength, types of protection, and processes used to transmit and store confidential data meet or exceed both regulatory and industry standards.

How Long Will My Paystubs Be Available Online?

Online paystubs will be purged after two years. However, each paystub is an individual PDF document and can easily be saved (or printed) for your records if you wish.

Contact Information

If you have any questions about your personal information - Retail Associates (617) 689-7842, Tilton Associates - Ext 2338, Quincy Associates - Ext 4432.

If you have any questions about your benefits please contact The Benefits Department at HRBenefits@jjill.com or 617-689-7854.

If you have any questions about your payroll please contact The Payroll Department at payrolldepartment@jjill.com or 603-266-2351.

To re-set your password, please contact The Help Desk at 603-266-2600 Ext 4357.