Workday

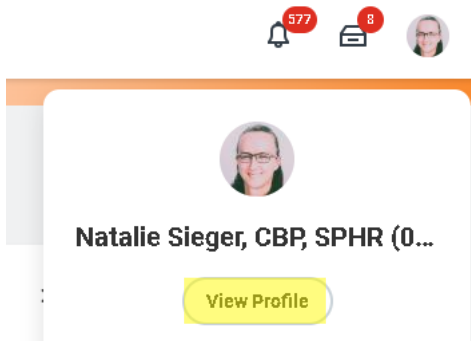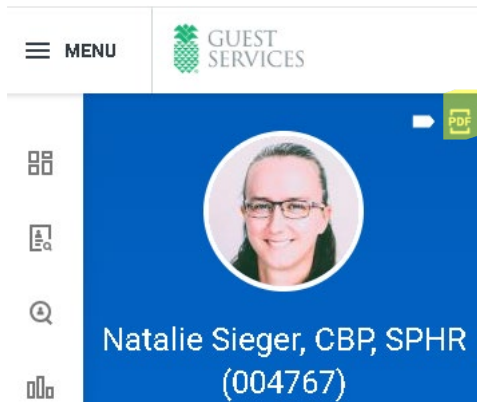## Job Aid:
Employee Discount ID

To take advantage of our Employee Discounts program internally, you will need to present proof of employment with Guest Services which can easily be accessed in Workday via computer or smartphone.
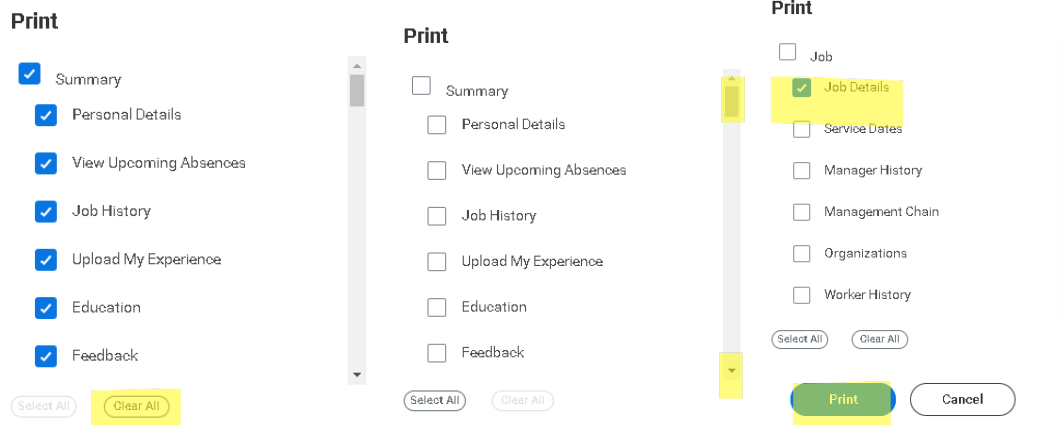
From the Workday homepage on your **computer**, click on View Profile in the top right corner of the screen:

Then click on the PDF icon above and to the right of your name and Employee ID number:

Clear all selections, and then select Job Details, and Print:

Finally, download the document and print it for use during the next six months while employed.

✕

Export Document

Download

<u>Sample</u>:

Director, Total Rewards
Email Address   natalie.sieger@guestservices.com
Location   Corporate Headquarters

Jennifer Gafford (001739)
Manager

Job

Job Details

Job Details

Employee ID	004767
Supervisory Organization	Guest Services >> Human Resources Department
Position	Director, Total Rewards
Business Title	Director, Total Rewards
Job Profile	Director, Total Rewards
Job Family	Corporate Human Resources > Benefits
Employee Type	Regular
Management Level	Director
Time Type	Full time
FTE	100.00%

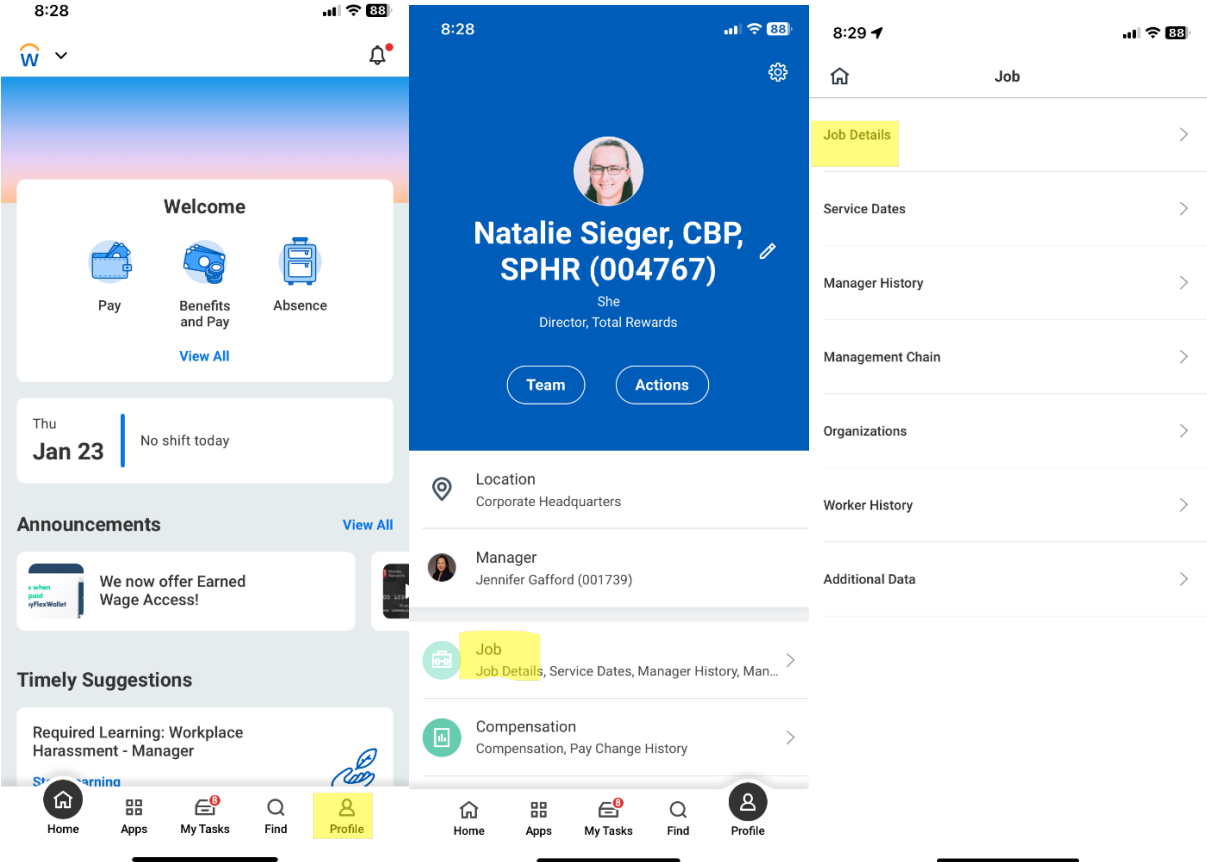|	
Location	Corporate Headquarters
Hire Date	12/05/2022
Original Hire Date	12/05/2022
Continuous Service Date	07/26/2005
Length of Service	19 year(s), 5 month(s), 28 day(s)
Time in Position	2 year(s), 1 month(s), 18 day(s)
Time in Job Profile	2 year(s), 1 month(s), 18 day(s)

Contact Information - Public

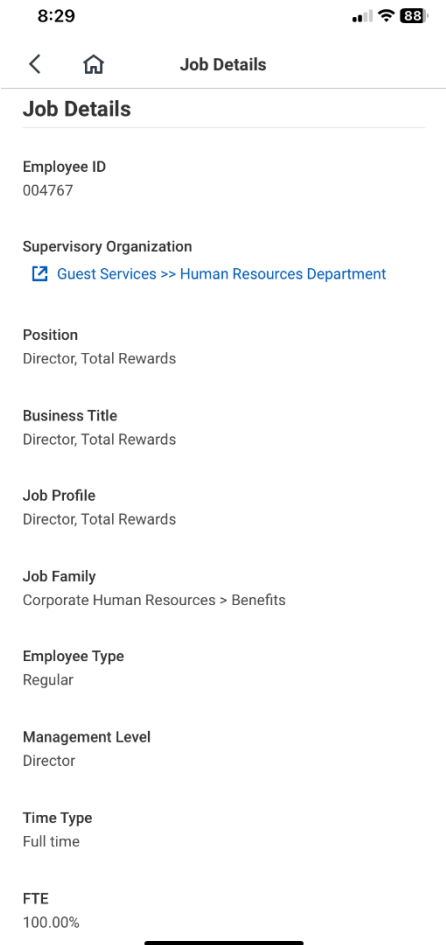|	
Email	natalie.sieger@guestservices.com

Work Address

3055 Prosperity Avenue
Fairfax, VA 22031
United States of America

Alternatively, you can also go to your Profile on your Workday **smartphone App**, click on Job and then Job Details to display and present your job info while logged in.

Sample:

To inquire about lodging rates and availability, contact employee.rate@guestservices.com,

or email benefits@guestservices.com with other employee discount questions.