

Where to Find Things Guide



Personal Profile		
Where to Find Things	Workday	Polaris Benefits
Personal Information	View / Edit	
Submitted Online Forms	View / Edit	

Payroll		
Where to Find Things	Workday	Polaris Benefits
Payroll Policies		View Only
Payroll Check	View Only	
Payment Elections (Direct Deposit)	View / Edit	
Pay Card	View Only	
Previous Payroll Dates / Deadlines		View Only
Federal Withholdings (W-4 Form)	View / Edit	
Annual W2	View Only	
Concur	External Links	
Premium Payment Activity	See Payroll Partner for Details	

Compensation & Benefits		
Where to Find Things	Workday	Polaris Benefits
Vendor Contact Information		View Only
Fidelity / 401 (k)	External Links	
Stock Ownership Documents		View Only
Employee Stock Purchase Plan (ESPP)	External Links	
Employee Stock Ownership Plan (ESOP)	External Links	
Management Stock Options / Restricted Grants	External Links	
Long Term Incentive Plan (LTIP Tracking)		View Only
DLE and Manager Product Orders		View / Request
Tuition Reimbursement		View / Request
Other Benefits		View Only
Other Compensation		View Only
Production Incentive Pay	View / Request	
Holiday / Pay Schedule		View Only
Vacation / Sick / Personal	View / Request	
Leave of Absence (Personal, Educational, Military)	View / Request	
Star Awards		External Links

Employee Purchases		
Where to Find Things	Workday	Polaris Benefits
Whole Goods		View / Request
Pure Polaris		View / Request
Licensed Merchandise		View / Request
Purchase Rebate Polices		View / Request
Partnership Purchases / Discounts		View / Request
Discounted Units		View / Request

Organizational Development		
Where to Find Things	Workday	Polaris Benefits
360 Feedback / Checkster	External Links	
Performance Review	View / Edit	
Development Tools		View / Edit

Compensation Planning		
Where to Find Things	Workday	Polaris Benefits
Merit / LTIP Planning	View / Edit	
International Merit / LTIP Planning	View / Edit	
Profit Sharing Planning	View / Edit	
Stock Option Planning	View / Edit	

Manager Tools		
Where to Find Things	Workday	Polaris Benefits
Employee List	View Only	
Direct Report Details	View Only	
Status Change System	View / Edit	
Vacation / Sick Report	View Only	
Vacation Approval	View / Approve	

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My Benefits		
Where to Find Things	Workday	Polaris Benefits
View Current Benefit Elections	View Only	
Benefit Summary Guides		View Only
Mid-Year Life Benefit Changes	View / Request	
New Hire Benefit Enrollment	View / Request	
Open Enrollment	View / Request	

Benefit Plan Documents & Policies		
Where to Find Things	Workday	Polaris Benefits
HealthPartners Medical Plan		View Only
Flexible Spending Account (FSA)		View Only
Health Savings Account (HAS)		View Only
Delta Dental		View Only
Life Insurance		View Only
Short Term Disability		View Only
Long Term Disability		View Only
Family Medical Leave Act (FMLA)		View Only
Group Travel Insurance		View Only
Employee Assistance Program	External Links	

Health & Wellness Programs		
Where to Find Things	Workday	Polaris Benefits
Wellness Documents		View Only
Wellness Reimbursements		View / Request
Biggest Loser		View Only
Healthy Benefits		View Only
Tobacco Cessation Programs		View Only
Other Resources		View Only
Preventative Care		View Only

HIPAA		
Where to Find Things	Workday	Polaris Benefits
Forms & Policies		View Only