



# Post Employment Workday Access

Corporate and Field

Revised 2/8/18

Employees will continue to have access to Workday Self Service after their employment has ended. With this access, employees can update their home address, phone number and personal email as well as view and/or print pay advices and W-2 tax forms.

## Workday Login Instructions

Workday can be accessed from any computer with internet connection at [workday.simon.com](http://workday.simon.com). User names and passwords will remain the same.

Username Name: Six-digit Employee ID

Password: Set by Employee

- To reset a password, please click the “Forgot Password” link and follow the instructions.
- For additional Workday assistance, please contact Simon’s IS Help Desk at 877.435.7850.

A screenshot of the Workday login interface. The background is blue with the Workday logo at the top. Below the logo are two white input fields: the first is labeled "user name" with a person icon, and the second is labeled "password" with a lock icon. Below these fields is a dark blue "Sign In" button. At the bottom of the screen, there are two links: "Forgot Password" and "Change Password".

*All rights reserved  
For internal use only*