



# Post Employment Workday Access

Corporate and Field

Revised 7/20/20

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.

You can still access Workday from any computer with an internet connection:

- Go to: [workday.simon.com](http://workday.simon.com)
- Your username is your **six-digit Simon employee ID**
- Your new temporary password is your **year of birth + Month of Birth + Full Social** (Example: 1984October123456789)
- Click 'Sign In'

You will then be prompted to establish a unique password. Your password requires at least 15 digits (no requirements around case, special characters, etc.)

You may be asked to establish a series of Challenge Questions. If at any time you do not remember your login credentials, you can walk through your Challenge Questions to reset your own password.

If you need assistance accessing Workday, contact the Simon IT Support Help Desk for assistance 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 is a white login form with two input fields: "user name" and "password". Below the form is a dark blue "Sign In" button. At the bottom of the screen are two links: "Forgot Password" and "Change Password".