

# HSA Contribution Change within Workday

From your Workday home page click on Menu and Benefits

## Menu



Apps

Shortcuts



Benefits

Click on Benefits under the Change section

## Change

Benefits

Beneficiaries

Dependents

Retirement Savings

1095-C Printing Election

Click on HSA Contribution Change

## Change Benefits

Change Reason \*

☐

Birth / Adoption

☐

Divorce / Legal Separation

☐

Gain or Loss of Coverage

☐

HSA Contribution Change

☐

Marriage

☐

Update Beneficiary

☐

Voluntary Benefits

## HSA Contribution Change within Workday

Enter today's date for the **Benefit Event Date**

*(HSA contribution changes begins the first of the following date of the event)*

- Change Reason \*
- ☐ Birth / Adoption
  - ☐ Divorce / Legal Separation
  - ☐ Gain or Loss of Coverage
  - ☒ HSA Contribution Change
  - ☐ Marriage
  - ☐ Update Beneficiary
  - ☐ Voluntary Benefits

Benefit Event Date \* MM/DD/YYYY 

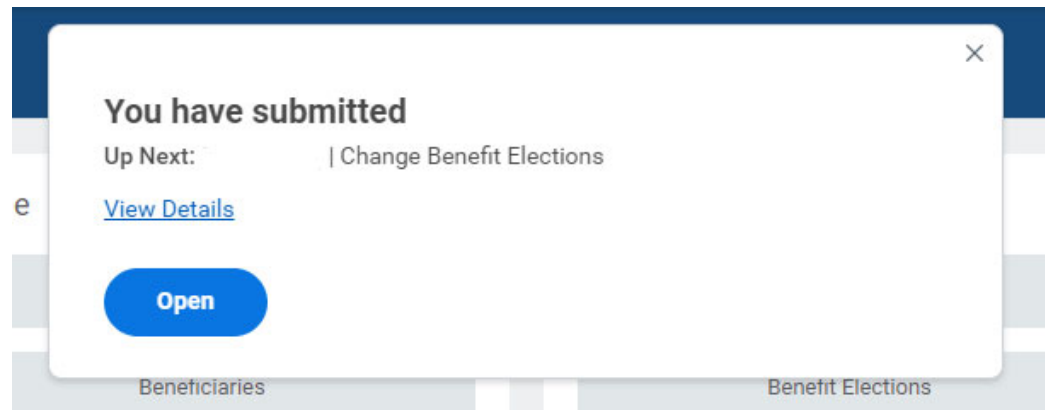
Click Submit

Submit

Save for Later

Cancel

A Change Benefits Election will pop up, click on Open



# HSA Contribution Change within Workday

Click on Let's Get Started

## Change Benefit Elections

Initiated On 03/01/2023

Submit Elections By 03/30/2023

Let's Get Started

Update your Information by completing the Tobacco Survey, if applicable

## Update Your Information

### Health Information

#### Tobacco Use

Employee Tobacco Question

Question Have you used tobacco in the last 12 months?

Answer \* ☐ Yes

☒ No

Click Continue

Continue

Cancel

## Information Updated

Thanks for updating your information.

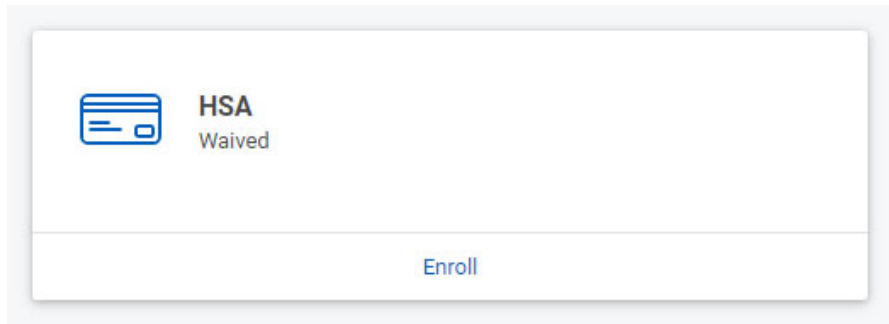
Next up, you'll confirm benefits you'd like to keep the same, or add any changes you'd like to make.

## HSA Contribution Change within Workday

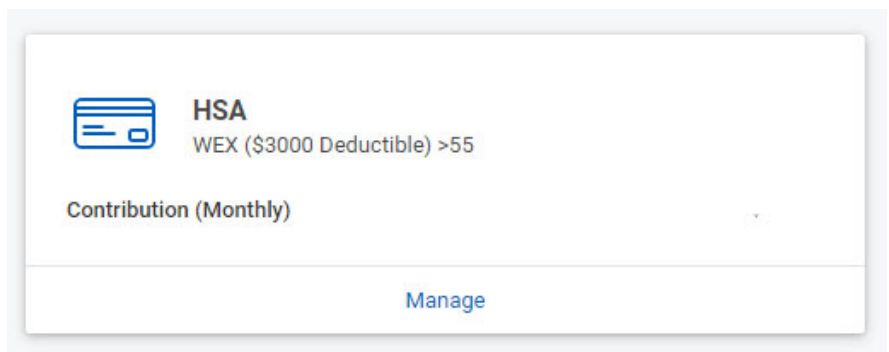
Click Continue



Click on “Enroll” if you are currently not participating in the Health Savings Account.



Click “Manage” if you are currently participating and want to make an update from the HSA enrollment



# HSA Contribution Change within Workday

Choose the accurate Benefit Plan that matches your current Medical Insurance election

2 items

*Selection	Benefit Plan Details	You Contribute (Monthly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	WEX (\$2000 Deductible) >55	
<input checked="" type="radio"/> Select <input type="radio"/> Waive	WEX (\$3000 Deductible) >55	\$

Decide how much you would like to Contribute. This amount will divide among all remaining paychecks. Workday will advise the Maximum Annual Amounts based on IRS regulations.

## Contribute

Your estimated contributions made this year

50.00

Actual contributions from payroll

\$50.00

Per Paycheck

50.00

Annual

1,200.00

Remaining Paychecks

23

Use Paycheck Override

☐

Maximum Annual Amount: \$7,750.00

## Summary

Contribution (Monthly)

\$108.33

Total Annual HSA Contribution

\$1,730.84

## HSA Contribution Change within Workday

Click Save

Save

Cancel

Click Review and Sign

Review and Sign

Save for Later

Check the I Accept box under the Electronic Signature

### 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 you are married, your dependent Spousal Coverage Elsewhere selection is legally binding.
3. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

I Accept ☐

Click Submit

Submit

Save for Later

Cancel

Click Done

Done

Workday will return to the Home Screen as the process is complete.