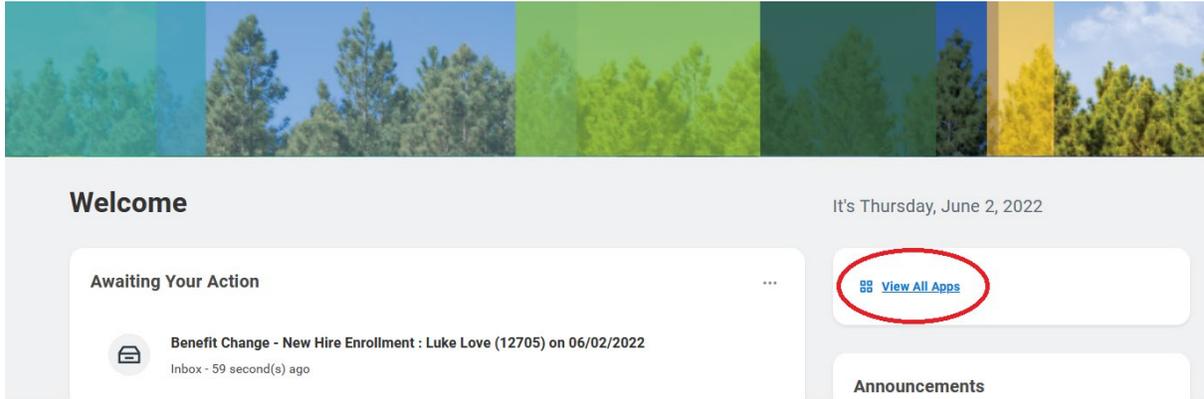


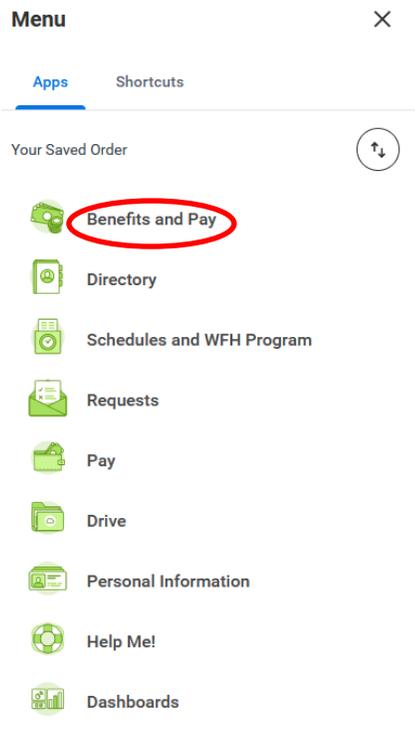
HSA Contribution Change



From the main page in Workday, click on the “View All Apps” icon. Then click “Benefits and Pay” in the pop-up window.

On the following page, click on “Change Benefits” under “Tasks and Reports” to launch your HSA Contribution Change Event.

Please Note: You can save the enrollment form at any point and complete it at a later time. To pick up where you left off, just go back into your Inbox.



Tasks and Reports



Change Benefits Luke Love (12705) ...

Change Reason * HSA Contribution Changes

Benefit Event Date * 04/25/2022

Submit Elections By 04/25/2022

Benefits Offered HSA
HSA - Kaiser

Attachments

1. Select change reason “HSA Contribution Changes” and today’s date. Then click submit at the bottom of the page.

* In this step you will **only** select:

- 1) A reason for the benefits change.
- 2) The effective date of that reason.

- Benefits selections are completed by clicking **OPEN** in the *Next Steps* section on the following page.
- The attachment section **is not** necessary.
- Please email --Benefits Services or call x 5886 if you have questions about life events and the benefits change process.

2. On the next page, click on the “Benefits” button under the Change menu.

You have submitted

Up Next: Luke Love | Change Benefit Elections

[View Details](#)

Open

2. Click “Open” on the pop-up.

Change Benefit Elections

3. Click “Let’s Get Started” on the next page.

Initiated On 04/27/2022

Submit Elections By 04/01/2022

Let's Get Started

Projected Total Cost (Monthly)
\$420.83

Accounts

 HSA HSA Administrators United Healthcare HSA	 HSA - Kaiser Waived
Contribution (Monthly) \$420.83	
Manage	Enroll

4. Click “Manage” under the HSA plan that corresponds to your medical plan.

- a. UHC PPO 2250 > HSA
- b. Kaiser HSA > HSA - Kaiser

[Review and Sign](#) [Save for Later](#)

Projected Total Cost (Monthly)
\$420.83

Plans Available

Select a plan or Waive to opt out of HSA.

1 item

*Selection	Benefit Plan	You Contribute (Monthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	HSA Administrators United Healthcare HSA	\$420.83

5. Verify “Select” is selected and click “Confirm and Continue”.



[Confirm and Continue](#) [Cancel](#)

HSA - HSA Administrators United Healthcare HSA

Projected Total Cost (Monthly)
\$10.09

Contribute

Your estimated contributions made this year 0.00

Contribution (Monthly) **Annual**

Number of Paychecks *

Maximum Annual Amount: \$5,050.00

Summary

Contribution (Monthly) \$0.00
Total Annual HSA Contribution \$0.00



[Save](#) [Cancel](#)

6. FI will match your HSA contributions dollar for dollar up to half of the deductible of your plan.

- Enter the total annual election for the remainder of the year and hit enter. (Your annual contributions are capped lower than the IRS maximum to account for the FI match)
- Enter the number of remaining paychecks in the current year.
- Workday will automatically calculate the monthly contribution field.

Please note:

- Contributions are deducted **once a month**, not semi-monthly.
- Benefit deductions will be taken on the first paycheck (15th) of every month.
- You should expect the calculated semi-monthly contribution amount to be **doubled and only taken once a month**, if you are paid on a semi-monthly basis.
- If you are interested in maximizing your HSA contributions by front-loading, please reach out to ~Benefits Services or x808-5886 for assistance with your election.

Projected Total Cost (Monthly)
\$800.00

Accounts



HSA
HSA Administrators United Healthcare HSA

Contribution (Monthly) \$800.00

[Manage](#)



HSA - Kaiser
Waived

[Enroll](#)

7. Next click "Review and Sign".



[Review and Sign](#) [Save for Later](#)

Projected Total Cost (Monthly)
\$800.00

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries
HSA HSA Administrators United Healthcare HSA	04/01/2022	04/01/2022	\$3,200.00 Annual		

8. Lastly click "Submit" after reviewing your elections.

Waived Benefits 1 item

HSA - Kaiser	Waived
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Total Benefits Cost 1 item

Company Contribution	Employee Cost	Net Cost
\$0.00	\$800.00	\$800.00

Attachments



- Submit
- Save for Later
- Cancel