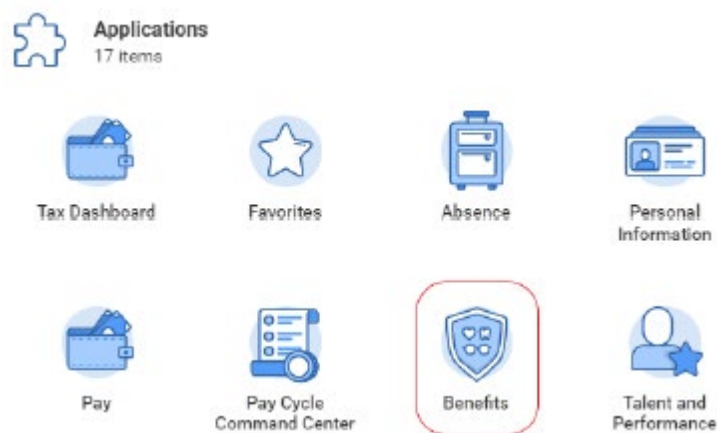

How to Update your 401k Elections

1. Log in to the **desktop** version of Workday by clicking [here](#)

2. Under **Applications** click on **Benefits**



3. Under **Change** click on **Benefits**



4. For **Change Reason** select **Retirement Contribution Change**

For **Benefit Event Date** enter **Today's Date**

Then click **Submit**

- Change Reason *
- Beneficiary Designation Change
 - Birth/Adoption of a Child
 - Death of Spouse/Child
 - Dependent Gains/Loses Coverage
 - Employee Gains/Loses Coverage Elsewhere
 - HSA Contribution Change
 - Marital Status Change - Divorce
 - Marital Status Change - Marriage
 - Retirement Contribution Change

Benefit Event Date * 

5. Click on **Open** when the popup box appears

×

You have submitted

Up Next: XXXXXXXXXX Change Benefit Elections
[View Details](#)

Open

6. Click on **Let's Get Started**

Change Benefit Elections


Initiated On 05/11/2021

Submit Elections By 05/25/2021

Let's Get Started

7. Click on **Enroll** in either or both the 401k (before-tax) and 401k ROTH (after-tax)

Retirement

 **401(k)**
Waived

[Enroll](#)

8. Click on **Select** then **Confirm and Continue**

Plans Available

You must select a plan.

1 item ☰ ☐ 🔍

*Selection	Benefit Plan	You Contribute (Weekly)	Company Contribution (Weekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	American Pension		

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

9. For **Contribution Type** you can select either a dollar amount or a percentage
Make your election amount and then click **Save**

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type *

Per Paycheck Contribution (\$)

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type *



Contribution (%)


10. Review your election amount and then click on **Review and Sign**

Retirement Contribution Change

Projected Total Cost Per Paycheck
\$0.00

Retirement

 401(k) American Pension Contribution 15% Manage	 401(k) Roth Waived Enroll
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[Review and Sign](#) [Save for Later](#)

11. Under **Electronic Signature** you will need to check the **I Accept Box** and then click **Submit**

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

[Submit](#) [Save for Later](#) [Cancel](#)