

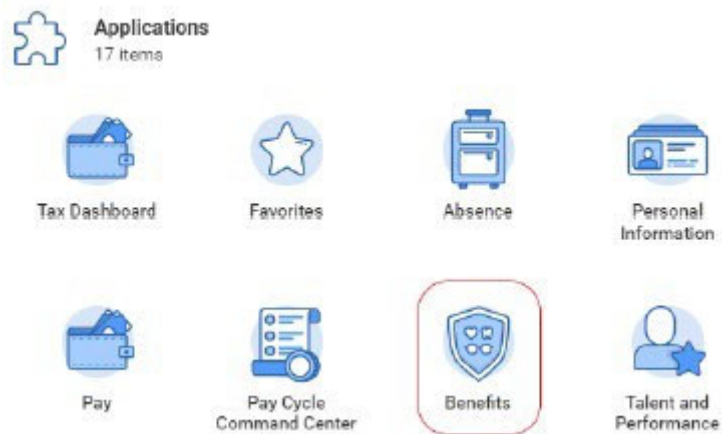
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## How to Update Your HSA Contributions In Workday

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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 HSA CONTRIBUTION CHANGE

For Benefit Event Date enter Today's Date

*(You Do Not Need To Upload An Attachment On This Page)*

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 \* 01/27/2022 

Submit Elections By 02/10/2022


Benefits Offered 401(k)  
401(k) Roth

**Attachments**

Drop files here

or

Select files

 enter your comment

5. Click on Open when the popup box appears



**You have submitted**

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

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** under the Health Savings Account Icon



Health Savings Account  
Waived

[Enroll](#)

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

### Plans Available

Select a plan or Waive to opt out of Health Savings Account.

1 item ☰ ☐ ↗

*Selection	Benefit Plan	You Contribute (Weekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Anthem Actwise	

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

## 9. For Contribution Type you can enter a Per Paycheck or Annual amount

Make your election amount and then click **Save**

### Contribute

Your estimated contributions made this year 183.13

Per Paycheck  Annual

Remaining Paychecks 47

Maximum Annual Amount: \$1,000,000.00

### Summary


Total Annual HSA Contribution \$668.13

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

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



### HSA Contribution Change

Projected Total Cost Per Paycheck ██████████

 **Your Health Savings Account changes have been updated, but not submitted**

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

#### Health Care and Accounts

 <b>Medical</b> Anthem BCBS Midwest HDHP 5000 Cost per paycheck <span style="background-color: black; color: black;">██████████</span> Coverage <span style="float: right;">Employee Only</span> <a href="#">View</a>	 <b>Health Savings Account</b> Anthem Actwise Contribution per paycheck <span style="float: right;">\$5.00</span> <a href="#">Manage</a>
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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