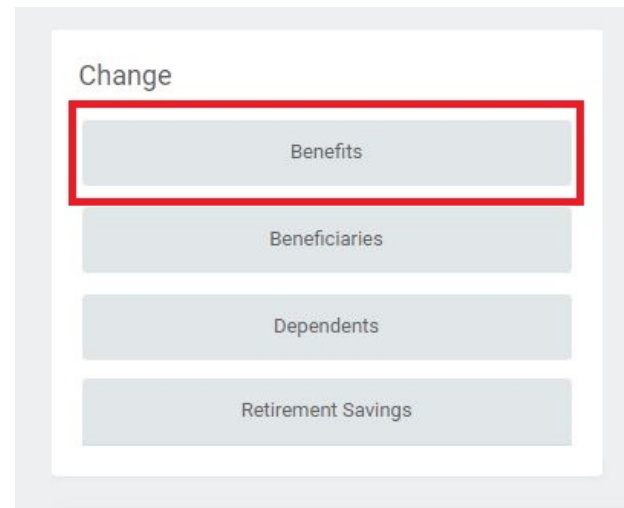


Health Savings Account Changes Workday Instructions

1. Select the **Benefits** worklet from the *Applications* menu



2. Select **Benefits** from the *Change* menu



3. Select **Health Savings Account** from the *Change Reason* drop down menu and enter the *Benefit Event Date*

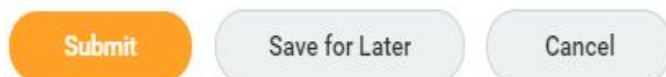
Change Reason * Health Savings Account Change ▼

Benefit Event Date * 09/17/2020 📅

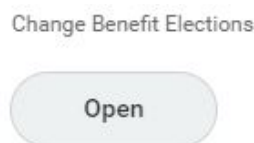
Submit Elections By 09/18/2020

Benefits Offered Health Savings Account

4. Click **Submit**



5. Then click **Open**



> **Details and Process**

6. Next, click **Let's Get Started**

Initiated On 09/17/2020

Submit Elections By 09/18/2020

Let's Get Started

7. Select **Manage**

Accounts



Health Savings Account
Wageworks

Contribution per
paycheck

Manage

8. Select a plan or select **Waive** to opt out of the Health Savings Account

Plans Available

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

1 item



*Selection	Benefit Plan	You Contribute (Monthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Wageworks	\$316.67

9. Then click **Confirm and Continue**

Confirm and Continue

Cancel

10. Enter in the amount you want to contribute per paycheck or annually

Contribute

Your estimated contributions made this year 2,849.99

Per Paycheck Annual

Remaining Paychecks 3

Maximum Annual Amount: \$5,000.00

11. Click **Save**



12. Next select **Review and Sign**



13. Review your changes, confirm they are correct, and then click **Submit** at the bottom of the page.

