

Title: Change HSA Deduction Amount

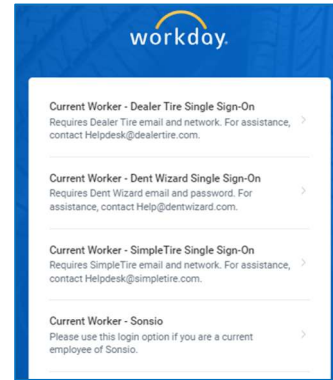
Last Update Date: 03/14/2024

Change HSA Deduction Amount

Log into your Workday Account.

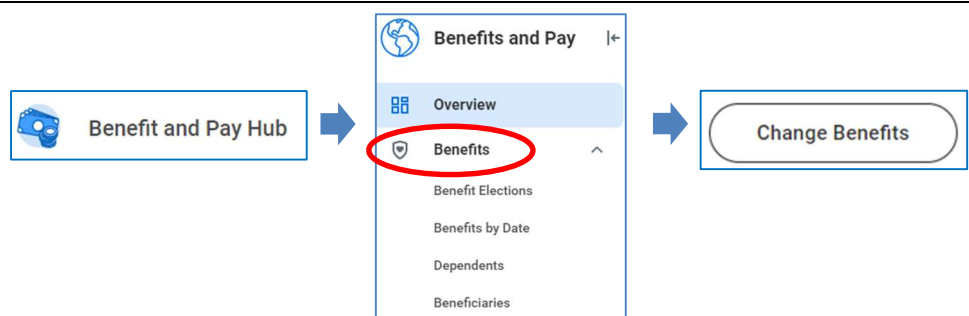
Your log in credentials are the same ones you use to log into your computer each day.

<https://wd5.myworkday.com/wday/authgwy/dealrtire/login.html>



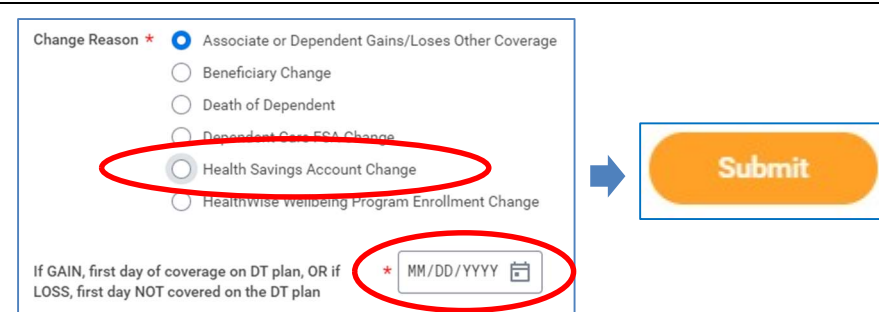
To begin a Benefit Change:

- Click on **Benefit and Pay Hub**.
- Under **Benefits**, click **Benefit Elections**.
- Click **Change Benefits** button.



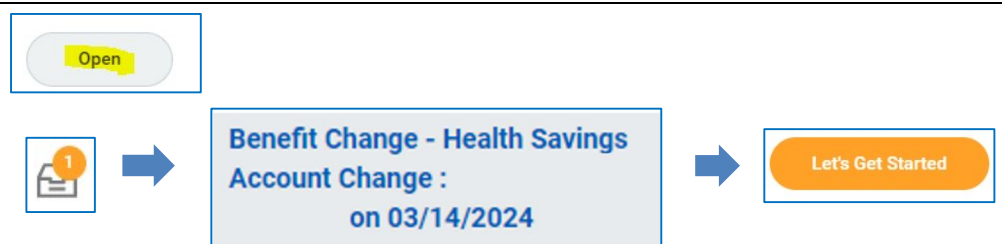
Under Change Reason:

- Select **Health Savings Account Change**.
- Enter **Benefit Event Date = today's date**.
- Click **Submit**.



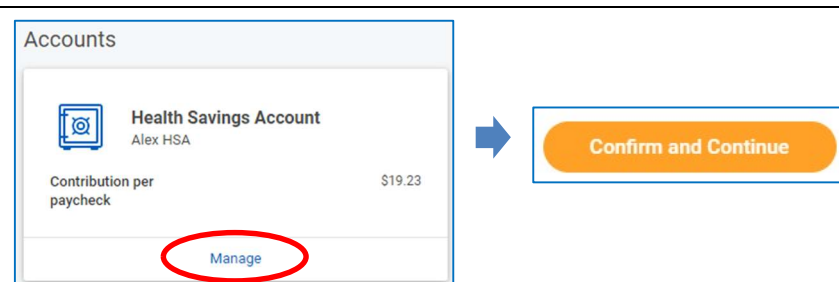
Click **Open**, on the next page.

OR, your benefit change event can be found in your Workday inbox. Click on **Let's Get Started**.



Click **Manage**.

Click **Confirm and Continue**.



Instructions Continued	
<p>You have the following options:</p> <p>To increase or decrease your contribution, enter a new Per Paycheck or Annual amount.</p> <p>You can increase up to the Annual IRS limit.</p> <p>To cancel future contributions, enter zero in Per Paycheck or Annual amount.</p>	<div data-bbox="527 142 1344 310"><p>Per Paycheck <input type="text" value="95.24"/></p><p>Annual <input type="text" value="2,000.00"/> Remaining Paychecks 21</p></div> <p>Workday will automatically calculate your new per pay contributions based on the remaining paycheck this year.</p>
<p>Once you have entered your new amount, click Save.</p>	<div data-bbox="527 598 760 693"><p>Save</p></div>
<p>At the bottom of the page, click Review and Sign to continue.</p> <p>Review your changes. Scroll to the bottom of the page and check the box I Accept.</p> <p>Click Submit to complete your enrollment.</p>	<div data-bbox="527 724 1393 961"><p>Review and Sign</p><p>I Accept <input checked="" type="checkbox"/> Submit</p><p>You MUST submit for your changes to take place</p></div>
<p>Your HSA Deduction has been updated and you will see this on your next paycheck.</p>	