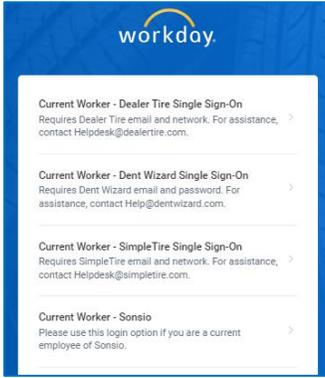
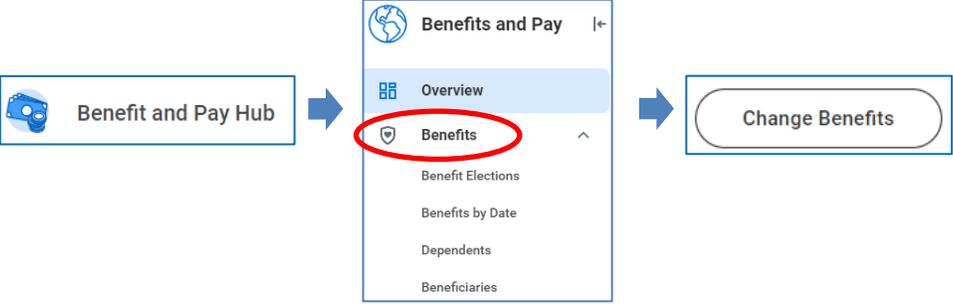
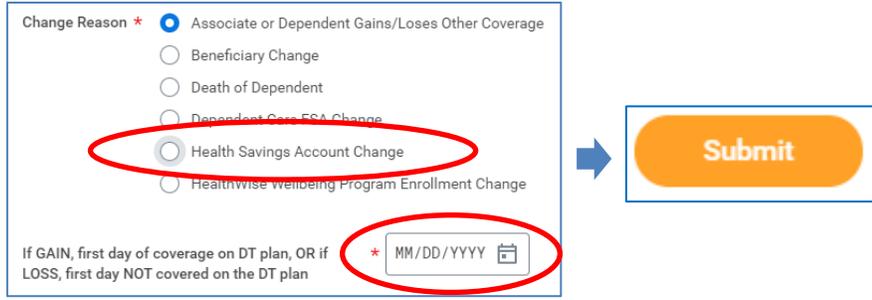
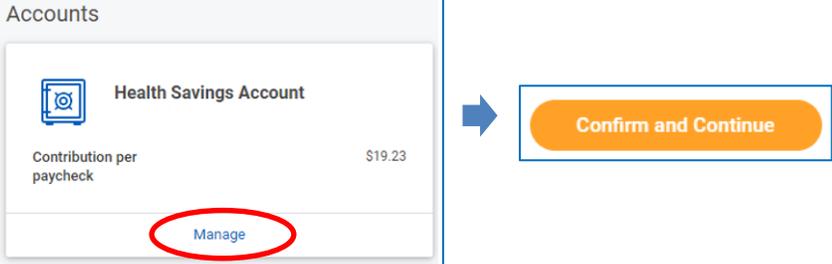


Title: Change HSA Deduction Amount

Last Update Date: 09/04/2024

Change HSA Deduction Amount	
<p>From a computer, log into your Workday Account.</p> <p>Workday username and password are the same as your <u>work</u> computer.</p>	<p>https://wd5.myworkday.com/wday/authgwy/dealertire/login.html</p> 
<p>To begin a Benefit Change:</p> <ul style="list-style-type: none"> - Click on Benefit and Pay Hub. - Under Benefits, click Benefit Elections. - Click Change Benefits button. 	
<p>Under Change Reason:</p> <ul style="list-style-type: none"> - Select Health Savings Account Change. - Enter Benefit Event Date = today's date. - Click Submit. 	
<p>Click Open, on the next page.</p> <p>OR, your benefit change event can be found in your Workday inbox. Click on Let's Get Started.</p>	
<p>Click Manage.</p> <p>Click Confirm and Continue.</p>	

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" style="border: 1px solid blue; padding: 5px;"><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" style="border: 1px solid blue; padding: 5px; text-align: center;"><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" style="border: 1px solid blue; padding: 5px;"><div data-bbox="535 730 812 808" style="border: 1px solid blue; padding: 5px; text-align: center;"><p>Review and Sign</p></div><div data-bbox="535 892 1031 961" style="border: 1px solid blue; padding: 5px; display: flex; align-items: center; margin-top: 10px;">I Accept <input checked="" data-bbox="665 903 722 955" style="margin: 0 10px;" type="checkbox"/> ➔ <div data-bbox="860 892 1031 961" style="border: 1px solid blue; padding: 5px; text-align: center;"><p>Submit</p></div></div><div data-bbox="1120 787 1393 940" style="border: 2px solid red; border-radius: 15px; padding: 10px; margin-left: 20px; width: fit-content;"><p>You MUST submit for your changes to take place</p></div></div>
<p>Your HSA Deduction has been updated and you will see this on your next paycheck.</p>	