



Change Benefit Elections: HSA

A Health Savings Account (HSA) is a flexible benefit, which means you can make changes at any time. You are able to make changes at any time to flexible benefits to better fit your needs. Follow the steps below to make changes to your benefit elections.

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From the Workday homepage:

1. Select **Menu**.
 2. Select **Benefits and Pay**.
 3. Select **Change Benefits**.
 4. From the Change Reason drop-down menu, select **Change HSA Contribution**.
 5. Enter current **Date**.
 6. Select **Submit**.
- This now initiates an action item for you to make coverage changes.*
7. From the homepage, select **My Tasks**.
 8. Select the **Change Benefit Election** action item and Select **Let's Get Started**.
 9. Under Health Savings Account, select **Manage**.
 10. Click **Select**.
 11. Select **Confirm and Continue**.
 12. Modify contribution amount, and select **Save**.
 13. Select **Review and Sign**.
 14. Once coverage elections are confirmed, select the **Check Box**.
 15. Select **Submit**.

The screenshot shows the following steps in the Workday interface:

1. Click the **MENU** icon.
2. Click **Benefits and Pay**.
3. Click **Change Benefits**.
4. In the **Change Benefits** form, select **Change HSA Contribution** from the **Change Reason** dropdown.
5. Enter the **Benefit Event Date** (12/12/2023).
6. Click **Submit**.
7. From the homepage, click **My Tasks**.
8. Click **Change Benefit Election** and then **Let's Get Started**.
9. Under **Health Savings Account (HSA)**, click **Manage**.
10. In the **Contribute** section, click **Select**.
11. Click **Confirm and Continue**.
12. In the **Contribute** section, enter the contribution amount and click **Save**.
13. Click **Review and Sign**.
14. In the **Electronic Signature** section, check the **Accept** checkbox.
15. Click **Submit**.

QUESTIONS?