



HSA Contribution Updates

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.

Change Benefit Elections: HSA

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**.

QUESTIONS?