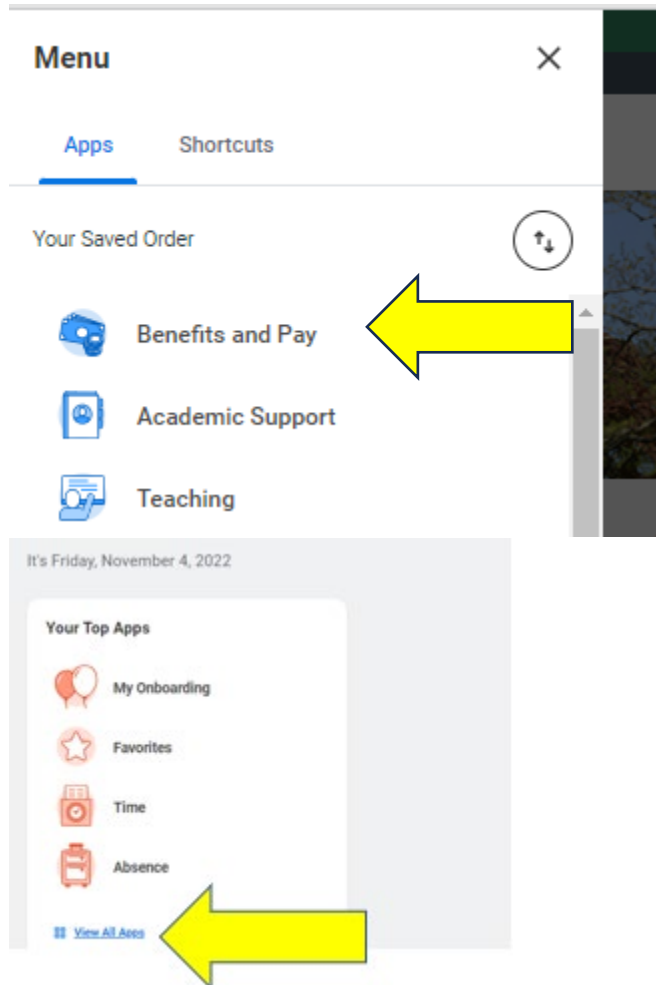
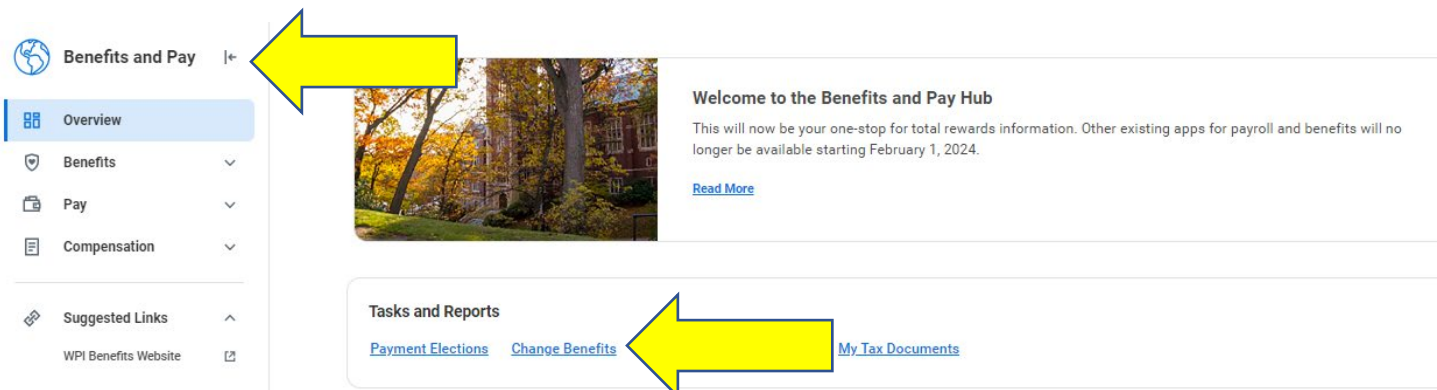


How to change HSA Deductions

- Log into Workday and on the right-hand side under Your Top Apps select Benefits and Pay. If you do not see Benefits as an option, select the blue link [View All Apps](#) and the Benefits and Pay option should show up on the left-hand side. Click on Benefits and Pay.



- Next select Change Benefits



- For your Change Reason = Change HSA Amount

- the Benefit Event Date - You will then be asked to confirm when you want the change to be effective. You can typically enter today's date, so it starts as soon as possible. Never change the date to prior to the current date as these changes cannot be made retroactively.
- Click **Submit**

Change Reason * Change HSA Amount ▼

Benefit Event Date * 02/16/2024 

Submit Elections By 03/16/2024

Benefits Offered Health Savings Account

Attachments

Drop files here

or


Select files

enter your comment




Submit  Cancel

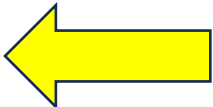
You will then be prompted to enter the change, click on **Open**



You have submitted

Up Next:  Change Benefit Elections

[View Details](#)

 **Open**

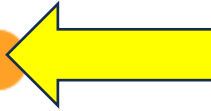
Click **Let's Get Started**

Change Benefit Elections

Initiated On 02/16/2024

Submit Elections By 03/16/2024

Let's Get Started



Click Manage

Change HSA Amount

Projected Total Cost Per Paycheck
\$0.00

Accounts



Health Savings Account
Voya HSA

Contribution per
paycheck

\$0.00

Manage



Your next screen will confirm that you are currently enrolled in the HAS (this could be at \$0 employee contribution with WPI Employer Contribution enrollment only). Here click **Confirm and Continue**. The next screen will allow you to edit the amount you are contributing.

Health Savings Account

Projected Total Cost Per Paycheck
\$0.00

Plans Available

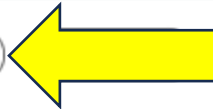
Select a plan or Waive to opt out of Health Savings Account.

1 item



Benefit Plan	*Selection	You Contribute (Monthly)	
Voya HSA	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$0.00	

Confirm and Continue



In this screen you will be allowed to enter a total Annual amount you want to contribute (if you enter a value here the system will divide this total by the number of pay periods remaining to determine a Per Paycheck amount and vice versa). Once you enter the amount click on **Save**.

Health Savings Account - Voya HSA

Projected Total Cost Per Paycheck
\$0.00

Contribute

Your estimated contributions made this year 0.00

Per Paycheck

Annual

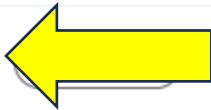
Remaining Paychecks 11

Maximum Annual Amount: \$4,150.00

Summary

Total Annual HSA Contribution \$1,800.00

Save




Then click **Review and Sign**

Change HSA Amount

Projected Total Cost Per Paycheck
\$90.91

Accounts



Health Savings Account
Voya HSA
UPDATED

Contribution per paycheck

\$90.91

[Manage](#)

Your Health Savings Account changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

Review and Sign

You will then be brought to a View Summary screen. On this screen confirm the per pay amount looks accurate and if it does scroll to the bottom of the screen and check the **I Accept** box and then click **Submit**.

I Accept ☐

enter your comment



Process History



Change Benefits for Life Event- Awaiting Action

Submit

Cancel