Logging Into Workday:

1. Visit workday.uchicago.edu and locate Log in to Workday, either in the list on the left side of the screen, or the button on the right side of the screen below the photograph.

2. Enter your CNet ID and password, click Login.

💡 If you can't remember your CNET ID and password, please go to http://cnet.uchicago.edu.
Enrollment Steps:

1. After logging into Workday, select the **Benefits** application from the home screen.

2. Under **Change**, click on **Benefits**.
3. In the **Change Reason** dropdown list, choose **HSA Change**.

4. Type the first of the next month in the **Benefit Event Date** prompt box, or use the calendar icon to select the first day of the next month.

5. Click the **Submit** button.
6. You will see the next task to complete. Click the **Open** button.

![Image of an 'Open' button]

7. You will see your options for Health Savings elections

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Elect / Waive</th>
<th>Contribution Range (Annual)</th>
<th>Supporting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Savings Account - HSA Bank</td>
<td>Elect</td>
<td>Your number of remaining payroll deductions for the year 12</td>
<td>Minimum Contribution (Annual) $1.00</td>
</tr>
<tr>
<td></td>
<td>Waive</td>
<td>Your estimated contributions made this year 0.00</td>
<td>Maximum Contribution (Annual) $3,100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How much do you want to contribute for the total year? 600.00</td>
<td>Provider Website HSA Bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How much do you want to contribute per paycheck (Monthly)? 50.00</td>
<td></td>
</tr>
</tbody>
</table>
Guidelines for Electing Coverage:

- If you are currently waiving coverage, you may elect coverage

- If you are currently enrolled and want to increase coverage, enter the new amount under “How much do you want to contribute total for the year?”.

- If you are currently enrolled and want to decrease coverage enter the new amount under “How much do you want to contribute total for the year?”

Quick Reference Guide: Health Savings Account

**Enter Only One**

Enter either the amount you want to contribute for the total year OR the amount you want to contribute per paycheck. The other field will calculate automatically.

**Limit on Decrease**

You may not decrease your contribution to an amount that is lower than the amount of contributions you have already made this year.

**Bi-weekly Paid Employees.**

The per paycheck amount will be a bi-weekly amount, not a monthly amount.
8. Click the Continue button.

9. Review the final statement regarding benefit elections and click the I Agree checkbox to accept the terms.

10. Click the Submit button.

Electronic Signature

I hereby apply for participation in the University of Chicago’s benefits plan(s) for those benefits for which I am or may become eligible under the terms and conditions of said plan and any present or future amendments thereto, and subject to acceptance of my enrollment.

By selecting the I AGREE button, you certify that:

- You authorize the University of Chicago to deduct from your earnings the required contributions, if any, toward the cost of the plan(s); and
- You cannot change any of your elections for medical, dental, vision, or health and/or dependent care flexible spending accounts until the next open enrollment period, unless you have a qualified life event. Proof of the life event is required and must be submitted within 31 days of the life event effective date.

11. Once you have verified your elections, it is important that you print your confirmation statement for your records. To do so, click Print. You do not need to return a signed copy of the printed confirmation statement to the Benefits Office.