

Quick Reference Guide: *Flexible Spending Account (Increase Only)*

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.

The screenshot displays the Workday@UChicago website interface. At the top, there is a navigation bar with the 'DISCOVER workday@UCHICAGO' logo on the left and 'THE UNIVERSITY OF CHICAGO' logo on the right. Below the navigation bar, there is a main content area. On the left side, a vertical menu lists various options: 'Log-In Here for Access to Reference Material', 'Home', 'Log in to Workday' (circled in red), 'Getting started with Workday', 'Training', 'HR/Payroll Resources', 'Managing Your Employee Record', 'Workday Mobile', 'Job Architecture', 'Calendar', and 'Help'. Below this menu is a search bar with a 'Search' button. On the right side, there is a large photograph of two women looking at a computer screen. Overlaid on the photograph is a 'Welcome to Workday@UChicago!' message with a link to 'View, update, manage, and report on worker data. Learn more -'. Below the photograph, there is a section titled 'Accessing Workday and Reference Materials' with a 'Log in to Workday' button (circled in red). Below this section, there is a 'RELATED LINKS' section with a link to 'Questions about Workday?'.

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

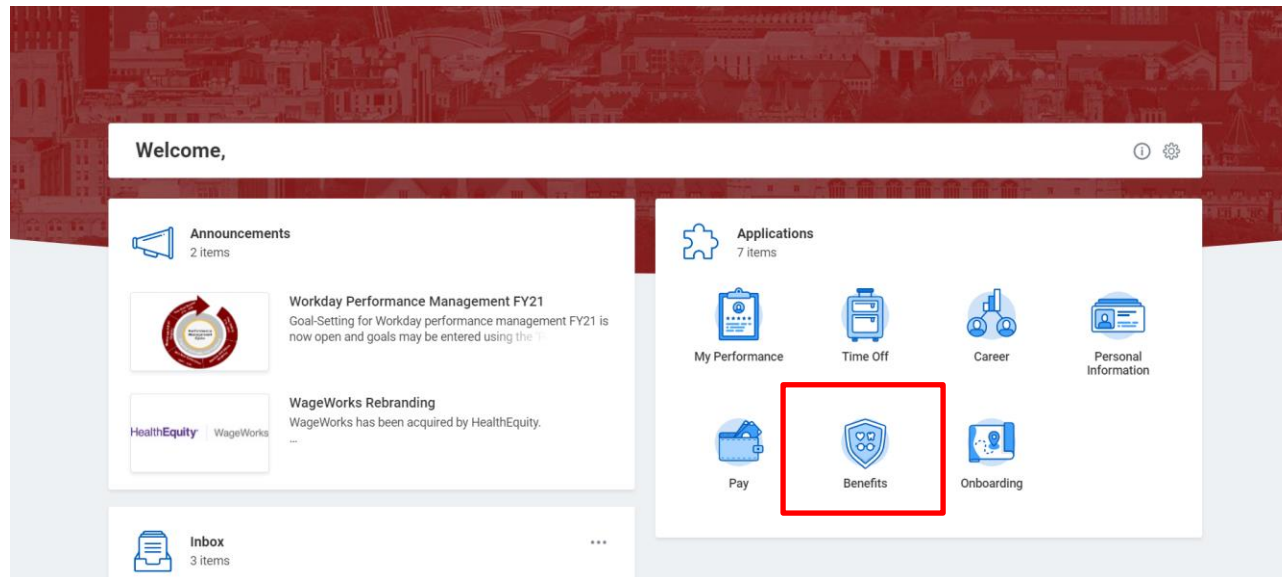


If you can't remember your CNET ID and password, please go to <http://cnet.uchicago.edu>.

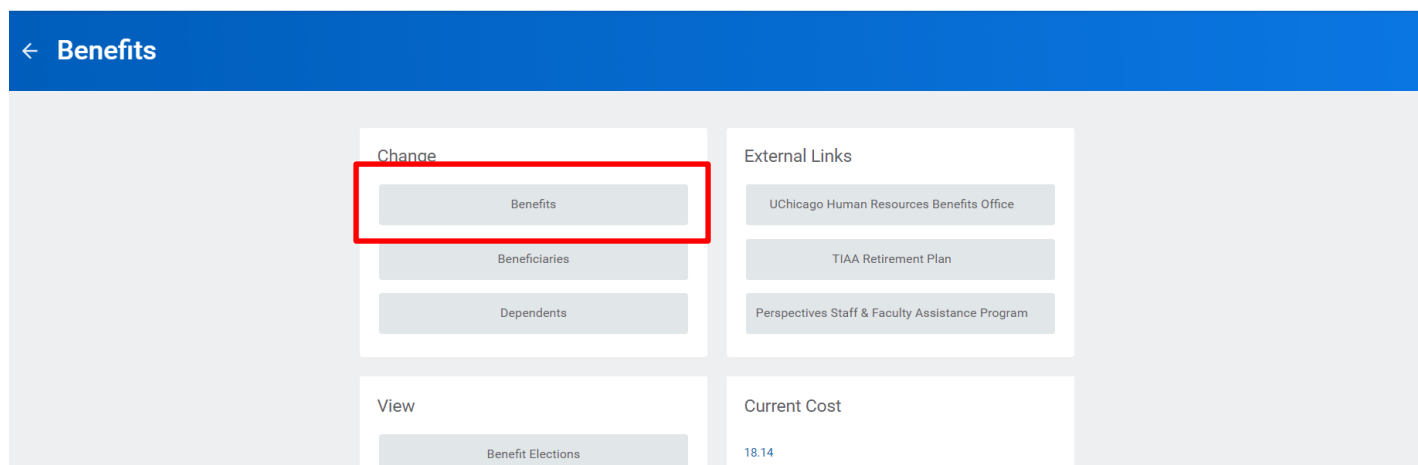
Quick Reference Guide: *Flexible Spending Account (Increase Only)*

Enrollment Steps:

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



2. Under **Change**, click on **Benefits**.



Quick Reference Guide: *Flexible Spending Account (Increase Only)*

- In the **Change Reason** dropdown list, choose **FSA Increase**.
- Type or use the calendar icon to select the **Date of Change Request**. New elections will go into effect on the first day of the pay period following the Date of Change Request. Enter *today's date* for the new election to begin in the upcoming pay period. Changes to Flexible Spending Accounts may not be back-dated or take effect retroactively.

Change Benefits

Change Reason * FSA Increase ▼

Date of Change Request * MM/DD/YYYY

MM/DD/YYYY



Submit Elections By (empty)

March 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3


- Click the **Submit** button.

Submit

Quick Reference Guide: Flexible Spending Account (Increase Only)

6. You will see a pop up with the next task to complete. Click **Open**.

×



You have submitted

Up Next: Change Benefit Elections

[View Details](#)

Open →

7. You will see your options for Spending Account elections.

Spending Account Elections - 2 items ☰ ☒ ↻

Benefit Plan	*Elect / Waive	Contributions	Supporting Information
Healthcare FSA - WageWorks	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining payroll deductions for the year 20 Your estimated contributions made this year 277.00 How much do you want to contribute for the total year? <input type="text" value="1,200.00"/> How much do you want to contribute per paycheck (Bi-weekly)? <input type="text" value="46.15"/> Your contribution (Monthly) \$99.99	Minimum Contribution (Annual) \$250.00 Maximum Contribution (Annual) \$2,750.00 Provider Website WageWorks
Dependent Care FSA - WageWorks	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 20 Your estimated contributions made this year 0.00 How much do you want to contribute for the total year? 0.00 How much do you want to contribute per paycheck (Bi-weekly)?	Minimum Contribution (Annual) \$1.00 Maximum Contribution (Annual) \$5,000.00 Provider Website WageWorks

Quick Reference Guide: *Flexible Spending Account (Increase Only)*

8. To increase your coverage, enter the new amount under “How much do you want to contribute for the total year?”

Contributions
Your number of remaining payroll deductions for the year
20
Your estimated contributions made this year
277.00
How much do you want to contribute for the total year?
<input type="text" value="1,200.00"/>
How much do you want to contribute per paycheck (Bi-weekly)?
<input type="text" value="46.15"/>
Your contribution (Monthly)
\$99.99

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.

Bi-weekly Paid Employees.

The per paycheck amount will be a bi-weekly amount, not a monthly amount.



Note: You may only *increase* your current contributions using this event. If you are *currently waiving coverage*, you may not elect a new plan. If you are *currently enrolled*, you may not waive or decrease your coverage. If you would like to make a change other than an *increase in current coverage*, please email benefits@uchicago.edu.

Quick Reference Guide: *Flexible Spending Account (Increase Only)*

9. Click the **Continue** button.

A blue rounded rectangular button with the word "Continue" in white text.

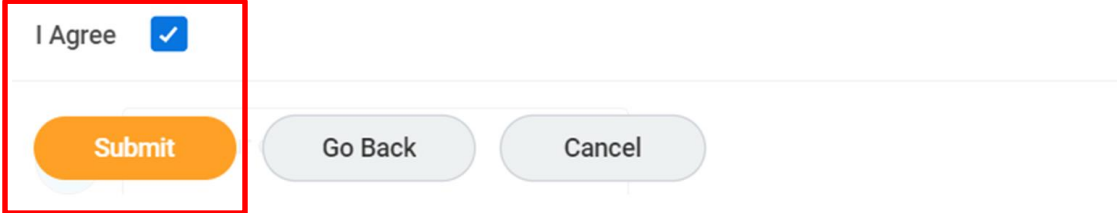
10. Review the final statement regarding benefit elections and click the **I Agree** checkbox to accept the terms. Click the Submit button.

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.

A screenshot of a web form for electronic signature. It features a checkbox labeled "I Agree" which is checked with a blue checkmark. Below the checkbox are three buttons: a blue "Submit" button, a grey "Go Back" button, and a grey "Cancel" button. A red rectangular box highlights the "I Agree" checkbox and the "Submit" button.

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.