Health Savings Account Change

Purpose
This document explains how to change your contribution election to the Health Savings Account (HSA).

Steps to Change HSA Contributions
1. Log in to Workday using your CNet ID and Password.
2. From the Home page, click View All Apps at the bottom of the Quick Tasks card on the right side of the screen.

Keep in Mind
- Only employees enrolled in the Blue Cross Blue Shield HDHP Maroon Savings Choice Plan may enroll in the Health Savings Account (HSA).
3. Click on the **Benefits** icon.

4. In the **Change** card (top left), click on **Benefits**.

5. From the **Change Reason** dropdown menu, choose **HSA Change**.

6. 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 month following the Date of Change Request**.
   - Enter **today’s date** for the new election to begin in the next following month.
   - Changes to the Health Savings Account may not be back-dated or take effect retroactively.
7. Click the **Submit** button.
8. You will see a pop-up with the next task to complete. Click **Open**.

![Open button](image)

9. On the next screen, click the **Let’s Get Started** button.
10. Click **Manage** on the Health Savings Account card.

![Manage button](image)

11. If you wish to stop contributing to your Health Savings Account, select the radio button next to **Waive** for the appropriate plan(s). Click the **Confirm and Continue** button and skip to Step #14 of this guide.
12. If you wish to elect the Health Savings Account for the first time or change your contribution amount, select the radio button next to Select for the appropriate plan(s). Click the Confirm and Continue button to proceed to the next screen.

13. On the next screen, indicate the amount you would like to contribute to your HSA Per Paycheck or Annually. The remaining fields will calculate automatically based on your entry. Click Save.

- You may not decrease your annual contribution to an amount that is lower than the contributions you have already made this year.
14. Click **Review and Sign**.
15. Review the Selected Benefits, taking note of the **Coverage Begin Date** for your new coverage amount.
16. Scroll down to the bottom of the page. Read the Electronic Signature and click the **I Accept** checkbox.
17. Click **Submit**.

18. Click the **View Benefits Statement** button to print your contribution change for your records.
   a. Once you click **Submit**, the event will be routed to a Benefits Specialist for approval. You will be able to view your updated contribution amount on your Workday profile once the event is approved and the effective date has passed.