WORKDAY | BENEFITS CHANGE: NO QUALIFYING LIFE EVENT

Use this process to **update specific Benefits** elections at any time throughout the calendar year without supporting documentation.

What Benefits can I change outside of Open Enrollment or a Qualifying Life Event?

- HSA Contribution
- Commuter Contribution
- Beneficiaries (for Life Insurance Benefit)

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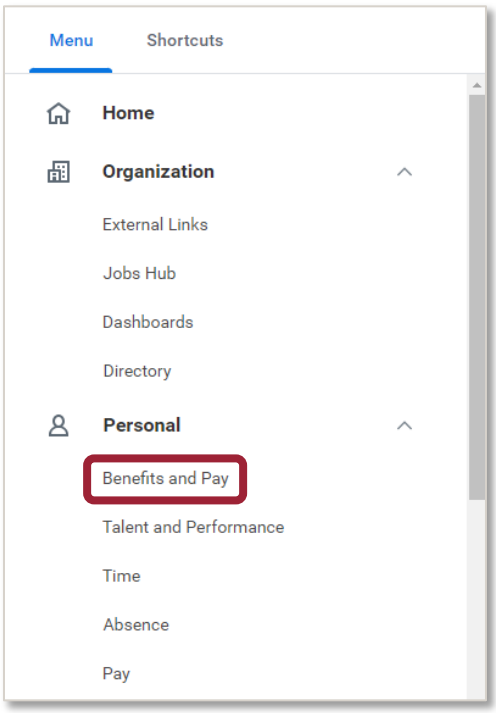
1 Access the **Benefits and Pay** App from your **Menu**.



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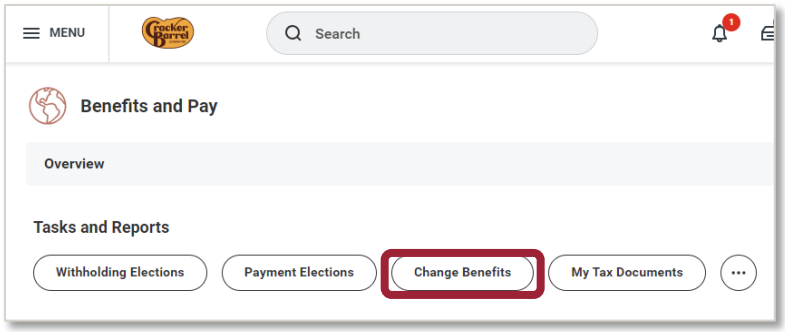
2 Select **Change Benefits**.



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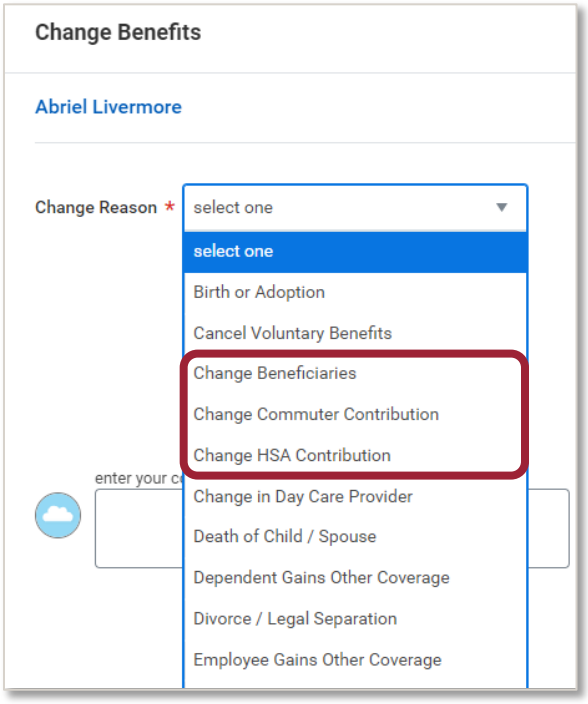
3 Select the appropriate **Change Reason** from the dropdown menu.

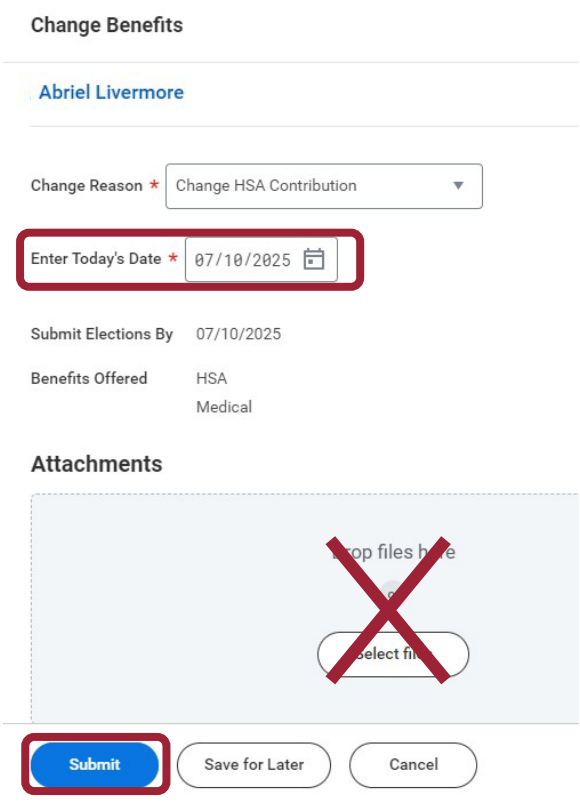
These instructions are specific to non-Open Enrollment and non-QLE Benefits changes.



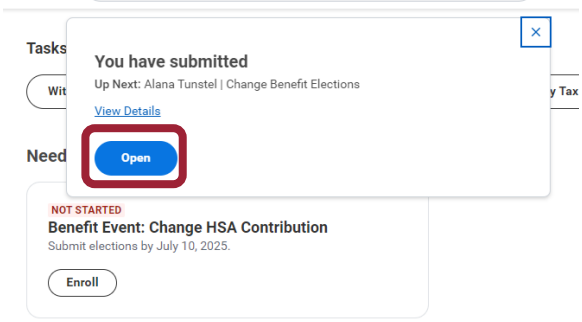
4 Enter the **Date**, then click **Submit**.

You are not required to upload attachments for non-QLE Benefit Changes.

Example shown:
Change HSA Contribution

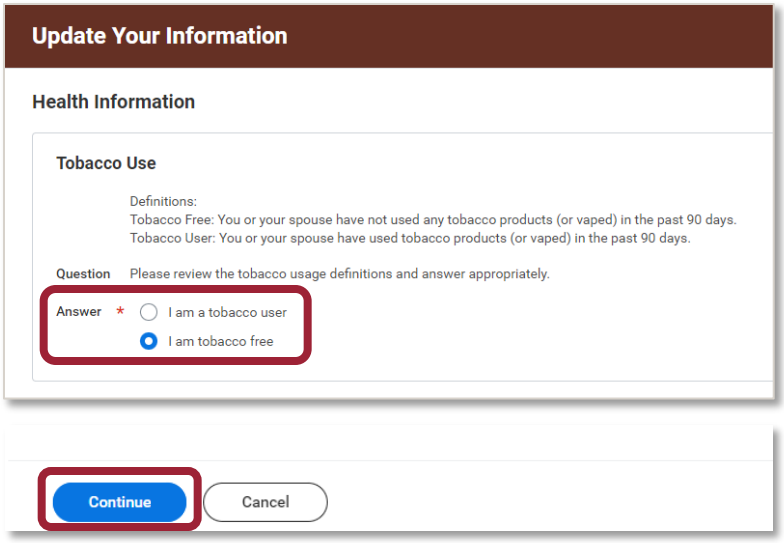


5 This creates a new Task. Click **Open** to adjust your HSA Contribution amount.

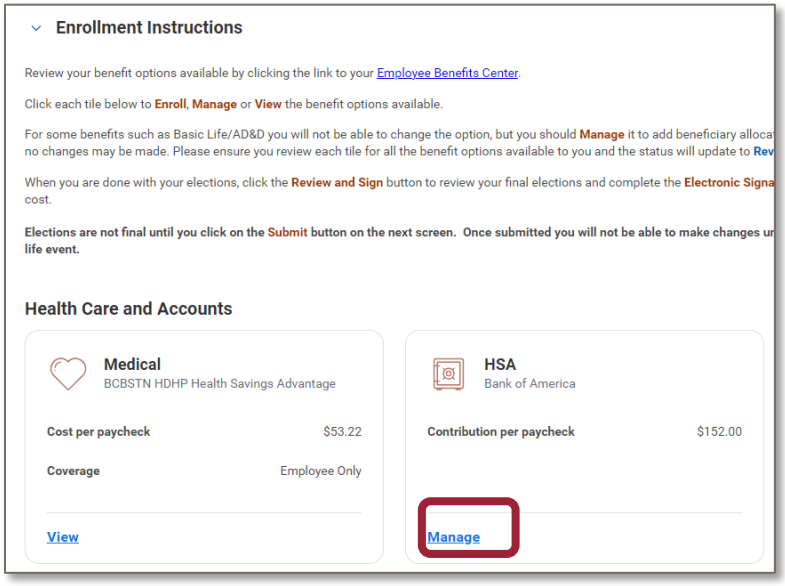


6 Answer the pre-screening question on **Tobacco Use.**

Click **Continue**.

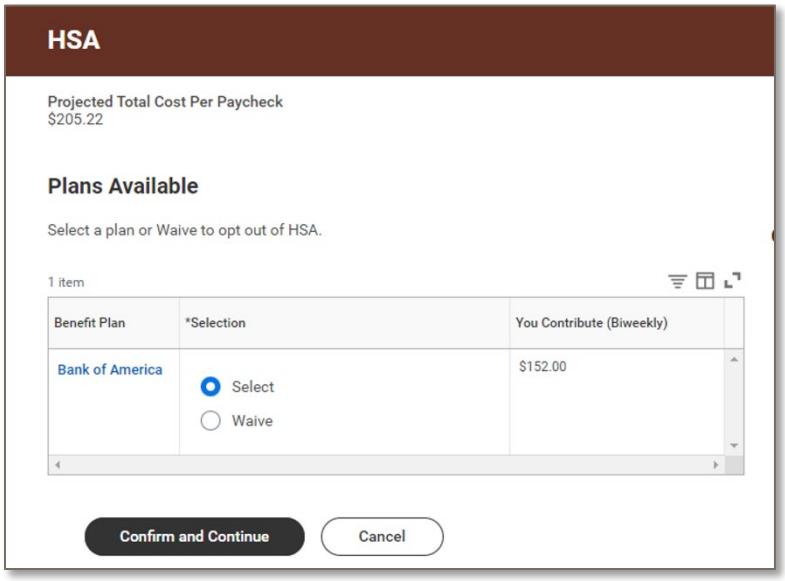


7 Select **Manage** on the HSA tile.



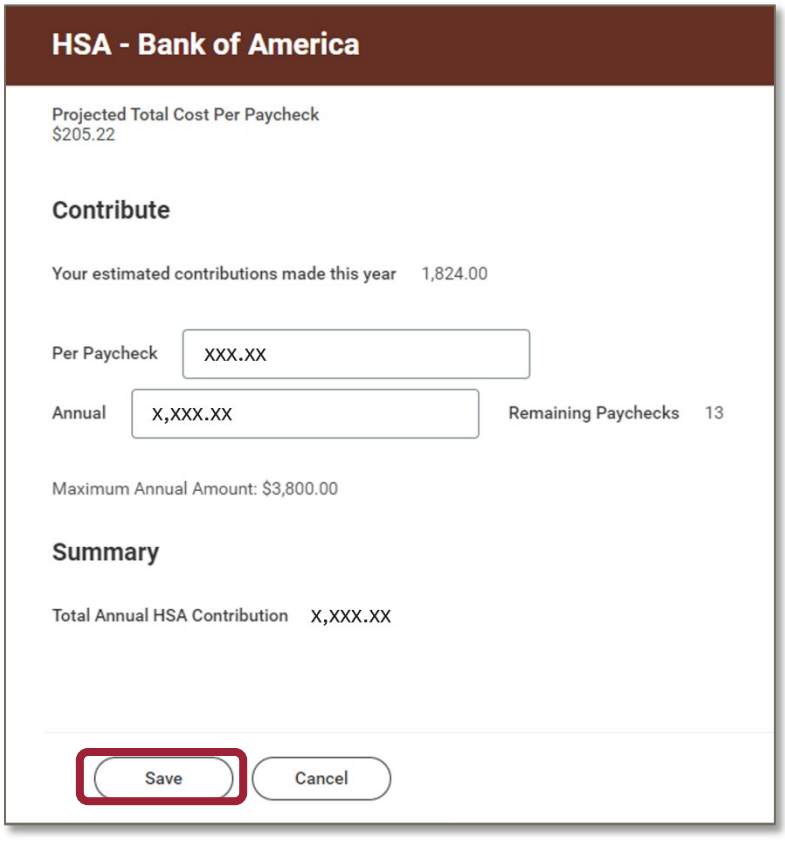
8 Click **Select** next to the HSA plan if you would like to enroll or update your contribution amount.

Then click **Confirm and Continue.**

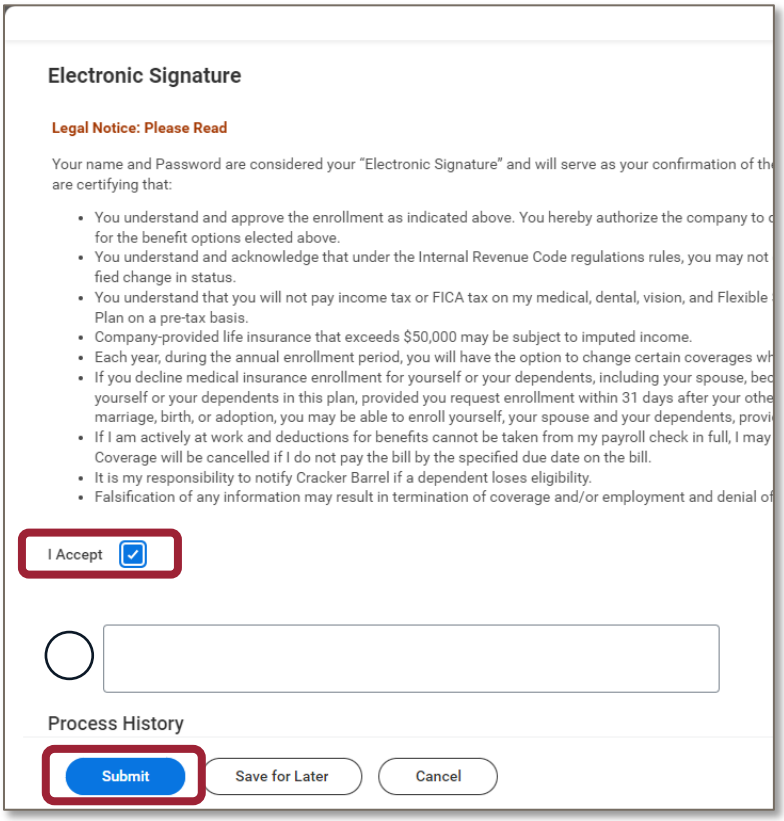


9 Enter the amount you would like to contribute to your HSA, either per year or per paycheck.

Click **Save**.



11 Scroll to the bottom of the **View Summary** screen to read and **accept the Legal Notice**. Then, click **Submit**.



12 Click **Done**.