

Overview

This job aid can be used to change your Health Savings Account (HSA).

Changing Your Health Savings Account (HSA)

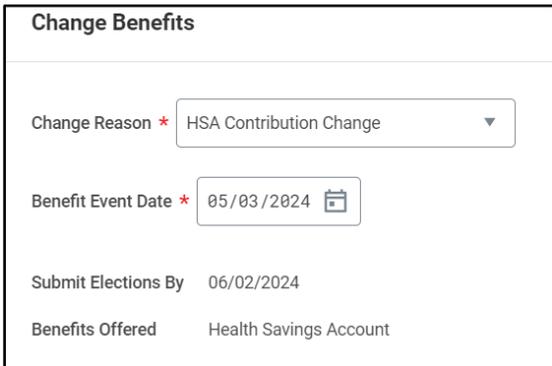
1. Log into Workday through your MyMC.

2. Click the Menu button  to see a list of apps.

3. Click the **Benefits and Pay** application. 

4. Under the Tasks and Reports area, select **Change Benefits**.

5. For Change Reason, click the drop-down arrow and select **HSA Contribution Change**. Then, enter the **Benefit Event Date**.



Change Benefits

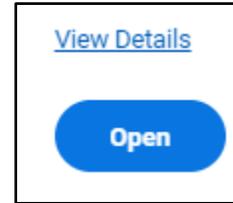
Change Reason * HSA Contribution Change

Benefit Event Date * 05/03/2024

Submit Elections By 06/02/2024

Benefits Offered Health Savings Account

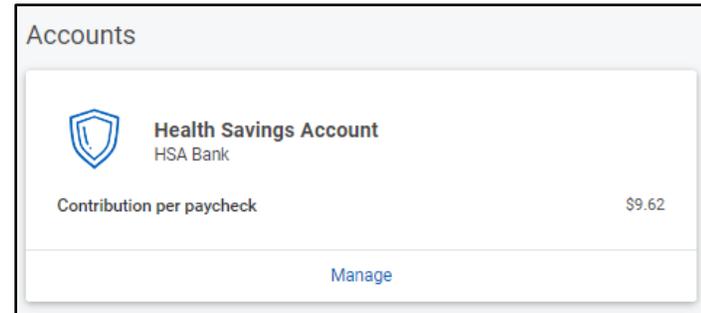
6. Click the open prompt to continue the HSA enrollment.



7. Continue the enrollment under the let's get started prompt.



8. Click the **Manage** option to change the election amount.



Changing your Health Savings Account (HSA) Contribution *Workday Job Aid for Contingent Workers and Employees*

9. After locating the benefit plan that you want to change. Click the **Select** option and scroll down to click the **Confirm and Continue** button to manually enter the contribution amount.

Plans Available

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

1 item

Benefit Plan	*Selection	You Contribute (Bi-weekly)	Company Contribution (Bi-weekly)
HSA Bank	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$9.62	\$28.85

10. Once the amount has been updated, click **Save**.

Accounts

 **Health Savings Account**
HSA Bank
UPDATED

Contribution per paycheck \$20.00

[Manage](#)

11. Click **Review and Sign** and then click **Submit**.