
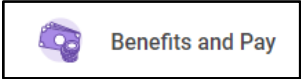


Overview

This job aid will assist you with changing your Supplemental Retirement Savings.

Change Supplemental Retirement Savings

1. Log into Workday.
2. Click the menu button  to see a list of apps.
3. Click the **Benefits and Pay** app. 
4. Click the **Change Retirement Savings** button.
5. Enter the date you want the deduction to begin in the Benefit Event Date.
Note: Changes made in Workday to your Retirement Savings Elections will not appear automatically in Workday but will be updated before the payroll deadline by the benefits administrator.
6. Click **Continue** on the next two screens.
7. Under Retirement, click **Manage** for the retirement option that you want to change.
8. Select the Benefit plan and click **Confirm and Continue**.
9. Enter the Per Paycheck Contribution amount in the text box.
10. Click **Save**.
11. You will see a notification on the screen that says **your retirement savings plan has been updated but not submitted**. If you want to change an additional retirement plan, repeat steps seven through ten.
12. Click **Review**.
13. Review the changes and click **Submit**.
14. To view your benefit elections, click **View your Retirement Elections**. To print your benefit elections, click the **Print** button at the bottom of the screen.
15. If the option appears, click **Done**.