

READ BEFORE ATTEMPTING TO CHANGE YOUR HSA ELECTION

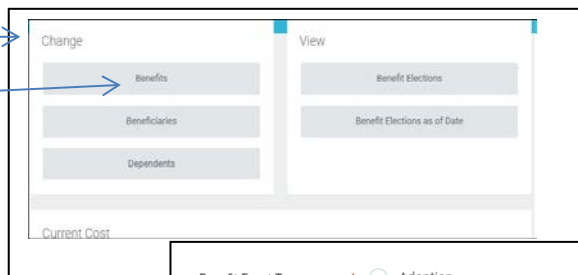
Workday Instructions: Health Savings Account (HSA) – Amend Election

- Do not initiate a Benefit Change UNTIL you have read this handout.
- The following applies to HDHP participants who have opened a Fidelity Investments HSA.
- Current HSA participants are able to amend their HSA pre-tax payroll deductions during the year.
- New HSA participants must contact Human Resources for assistance in entering your initial HSA pre-tax payroll deductions; 715-389-3318 or 715-387-5486, or extensions 9-3318 or 7-5486.
- The default process is to divide the annual election by the remaining number of pay periods to determine the per paycheck deduction. Or, enter a per pay check deduction and the program will multiply by the remaining pay periods in the year to determine the annual election. If the annual election exceeds the statutory maximum, an error message will appear.
- Payroll is processed on Tuesday of pay week. Elections can be entered as late as Monday of a pay week. **Exception:** *When a holiday falls during a pay week, payroll may be processed on Mondays.*
- If you want to “front load” or contribute an amount per pay check that is greater than the statutory maximum divided by the remaining number of pay periods, contact Human Resources for assistance.



Step 1: (Do not complete this step until you have read this handout.)

Step 2: Go to your Benefits worklet and click.



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

Select HSA – Amend Election

This is VERY important. The Benefit Event Date MUST be the Friday preceding the Friday paycheck you are expecting the change to be effective. Entry MUST be for a future paycheck. Then click **Submit.**

Example: Payday is July 20, I need to enter a Benefit Event Date of July 13 (Regardless of the date you are entering the change, the benefit event date MUST be the Friday preceding the pay check you expect the change to be effective.

Benefit Event Type

- Adoption
- Beneficiary Change
- Birth
- Divorce
- Gain of Other Coverage
- HSA - Amend Election
- Loss of Other Coverage
- Marriage
- Voluntary Life and ADD Insurance

Benefit Event Date * 07 / 13 / 2018

Submit Elections By 08/12/2018

Enrollment Offering Types HSA

Attachments

Submit Save for Later Cancel

July 20 is a pay day

If you have entered a Benefit Event Date other than the Friday preceding the pay check you expect the change to be effective on, select CANCEL and contact Human Resources to remove the event BEFORE starting again. *(Failure to enter the correct Benefit Event Date may result in either a delayed effective date, a negative or a double deduction on the following paycheck.)*

After you have entered the correct date, click the **Submit** button in the bottom left corner. Next screen, click the **Open** button.

(See below screen prints, color coded.)

- **Benefit Plan** is based on age. (Age 55+ allowed an additional \$1000 catch-up contribution.)
- Participants are not able to change the **Elect or Waive** option.
- **Annual contribution cannot exceed the maximum contribution (annual).**
- **Per paycheck amount is the annual contribution divided by the remaining pay periods OR the per paycheck amount multiplied by the remaining number of pay periods.**
- **Minimum and statutory maximum contribution is based on plan (single vs family) and age.**

The image contains two screenshots of a web form for HSA elections. The top screenshot is for the 'HSA - Marshfield Catch-Up' plan. It shows a table with columns: Benefit Plan, *Elect / Waive, Contribution Range (Annual), and Supporting Information. The 'Benefit Plan' column has a blue arrow pointing to 'HSA - Marshfield Catch-Up' with a callout box 'Age 55+'. The '*Elect / Waive' column has radio buttons for 'Elect' (selected) and 'Waive'. The 'Contribution Range (Annual)' column shows: 'Your number of remaining payroll deductions for the year' (12), 'Your estimated contributions made this year' (7,300.00), 'How much do you want to contribute for the total year?' (input field with 7,900.00 and a purple arrow), and 'How much do you want to contribute per paycheck (Bi-weekly)?' (input field with 50.00 and a purple arrow). The 'Supporting Information' column shows: 'Minimum Contribution (Annual)' (\$1.00) and 'Maximum Contribution (Annual)' (\$7,900.00). A red arrow points from the maximum contribution to the 'per paycheck' input field. The bottom screenshot is for the 'HSA - Marshfield' plan. It shows a similar table. The 'Benefit Plan' column has a blue arrow pointing to 'HSA - Marshfield'. The '*Elect / Waive' column has radio buttons for 'Elect' (selected) and 'Waive'. The 'Contribution Range (Annual)' column shows: 'Your number of remaining payroll deductions for the year' (12), 'Your estimated contributions made this year' (1,776.96), 'How much do you want to contribute for the total year?' (input field with 3,300.00 and a blue arrow), and 'How much do you want to contribute per paycheck (Bi-weekly)?' (input field with 126.92 and a blue arrow). The 'Supporting Information' column shows: 'Minimum Contribution (Annual)' (\$1.00) and 'Maximum Contribution (Annual)' (\$6,900.00). A red arrow points from the maximum contribution to the 'per paycheck' input field.

To amend your election, modify either the **“Total Year”** or **“per paycheck”** amounts.

If you want to contribute an amount greater than the calculated per paycheck amount contact Human Resources at 715-389-3318, 715-387-5486 or extensions 9-3318 or 7-5486 for assistance.

To complete your change, click **Continue**.

Carefully review your changes, click **I Agree** and **Submit**.