

# Job Aid: Changing HSA Contributions

<b>Document Name:</b> Changing HSA Contributions Job Aid		
<b>Date Written:</b> 1/13/2020	<b>Written by:</b> Melissa Kightlinger	<b>Approved by:</b> Click here to enter text.
<b>Date Revised:</b> Click here to enter a date.	<b>Written by:</b> Click here to enter text.	<b>Approved by:</b> Click here to enter text.

## Overview

This job aid is to walk team members through how to complete a change to their HSA contribution.

## Procedure

1. Log into Workday. Visit the Splash page then click on the **Workday link**.
2. Choose **Benefits** from the worklets on the right, under Applications.



Personal  
Information



Pay



Benefits

3. Under the Change column select **Benefits**.

Change



4. From the drop down menu, select **Health Savings Change** for the Benefit Event Type and put **today's date** for the effective date. And press click **Submit** at the bottom of the page.

**Change Benefits**  
[Home] [My Profile] [Actions]

Benefit Event Type \* select one

Benefit Event Date \* MM / DD / YYYY

Submit Elections By (empty)

Enrollment Offering Types (empty)

**Attachments**

**Change Benefits**  
[Home] [My Profile] [Actions]

Benefit Event Type \* select one

Benefit Event Date \* select one

Submit Elections By

Enrollment Offering Types

**Attachments**

- Beneficiary Change
- Birth / Adoption of Child
- Change Niagara Family Fund
- Commuter FSA Change
- Electronic Document Consent
- Employee Loses / Gains Coverage
- Health Savings Change**
- Legal Marital Status Change OR Legal Domestic Partner Change

5. On the top right corner of your screen, you will see a notification in your Workday inbox, select the **inbox icon**.



6. Find the Action that is related to your HAS change and click on it.

**Inbox**

Actions (6) Archive

Viewing: All Sort By: Newest

**Benefit Change - Health Savings Change** : [redacted]  
[redacted] on 01/14/2020  
1 minute(s) ago - Effective 01/14/2020

7. Make the changes you wish to complete to your HSA contribution. Then select **Continue** and then **Submit** at the bottom of the page.

**\*Allow 1-2 Pay Periods for the change to take effect.**