

HSA Contribution Change – Desktop Workday

1. Click on MENU in the top left corner of Workday.
2. Click on Benefits and Pay.
3. Click on Benefits.
4. Click on Benefit Elections.
5. Click the "Change Benefits" button.
6. Choose HSA Contribution Change from the list of Change Reason options.
7. Put in today's date (you don't need to upload documents for this change).
8. Click the submit button.
9. You will see a pop-up, click Open.
10. Click on Let's Get Started.
11. Click on Manage in the Health Savings Account (HSA) worklet.
12. Leave the Select button selected (if you don't think you're eligible for the HSA option anymore, please call the Benefits team at 801.535.6600, press 1, and let's talk about your eligibility).
13. Click Confirm and Continue.
14. Choose either a per paycheck amount and enter it in the first box **OR** choose the contribution you'd like for the year divided by the remaining pay periods - don't do both. Remember, you are responsible to track all contributions into your HSA (**including** any employer funds) to ensure you do not exceed the IRS annual max. You must be enrolled in a HDHP on the first day of each month in order to contribute the annual max.
15. Click Save.
16. On the next screen, click Review and Sign.
17. On the next screen, scroll down to the Electronic Signature section.
18. Read the Legal Notice.
19. Click the I Accept box.
20. Click Submit.
21. Click Done.