

HSA Contribution Change – Workday Mobile App

1. Click on the Benefits icon in the “Hi There” section at the top (if you can’t see it, click on “VIEW ALL”).
2. Click on Change Benefits.
3. Click the radio button, “HSA Contribution Change.”
4. Enter today’s date.
5. Click Submit (you do not need to add an attachment or leave comments).
6. Click the Open button under Success.
7. Click the Let’s Get Started button.
8. Click on the HSA worklet.
9. Click on Edit.
10. Enter either an amount in the annual box (and it will figure out the biweekly contributions) or enter a per paycheck amount (don’t do both).
11. Click the blue check mark in the upper right-hand corner.
12. Click the View Summary button at the bottom.
13. Scroll down, read the Legal Notice.
14. Click the I Accept box.
15. Click the Submit button.