

HSA – MID YEAR ELECTION:

You must be enrolled in the High Deductible Health Plan to qualify for a Health Savings Account

1. From your Workday Dashboard, click Your HR/Pay Apps, and then click on the Benefits and Pay. *If you don't have this application, click on the gear icon at the bottom of the side bar on the left-hand side of the screen. Click on " Add Menu Item" on the right-hand side, search "Benefits and Pay," click the ⊕ sign to add the app, and click add item on the bottom right hand side, and then click on Save Changes on the bottom right hand side.*
2. Under the Overview section, select View Benefit Details
3. At the top of the screen, click Change Benefits
4. Select HSA – Mid Year Election & enter today's date as the event date
5. Click Submit (no documentation is required)
6. Click Open
7. Click Let's Get Started
8. Click Enroll/Manage under Health Savings Account HSA
9. Click Select
10. Click "Confirm and Continue"
11. Enter Per Paycheck or Annual amount
Individual Contribution Limit \$4,300 (including County contribution)
Family Contribution Limit \$8,550 (including County contribution)
12. Click Save
13. Click Review and Sign (no documentation is required)
14. Review a summary of your benefits, click "Cancel" if any changes need to be made. Click Submit to finalize.
15. Click Submit
16. Click Done or click View Benefit Statement to print or save your confirmation (Benefits does not need a signed copy returned)
17. The process is complete!

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Tasks and Reports



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Benefit Event Date * MM/DD/YYYY

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Health Savings Account HSA
WageWorks

Contribution per
paycheck

\$50.00

[Manage](#)

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Health Savings Account HSA - WageWorks

Projected Total Cost Per Paycheck \$100.00 Projected Total Credits \$0.00

Contribute

Your estimated contributions made this year 100.00

Per Paycheck Annual

Remaining Paychecks 24

Minimum Annual Amount: \$100.00

Maximum Annual Amount: \$8,300.00

Summary

Annual Company Contribution \$2,000.00

Total Annual HSA Contribution \$4,500.00