

# How to Make Changes to Your Health Savings Account (HSA)

- Log in to your Workday account
- On your Home Page under Your Top Apps, click View all Apps,

 [View All Apps](#)

- Select the “Benefits and Pay” icon



**Benefits and Pay**

- Select “Benefits” shown under “Change”

Change

☒ Benefits

☐ Beneficiaries

☐ Dependents

☐ Retirement Savings

☐ 1095-C Printing Election

- Select “Change HSA Contributions from the list of change reasons

Change Reason ★

☐ Beneficiary Change

☐ Birth/Adoption of a Child

☒ Change HSA Contributions

☐ Death of Spouse/Child

☐ Divorce

☐ Employee or Dependent Gains/Loses Other Coverage

☐ Marital Status - Marriage

☐ Retirement Contribution Change

☐ Spouse Gains / Loses Coverage from Another Source

- Enter today's date, or a future date for when you would like the changes to begin

Benefit Event Date \* 04/26/2021 

- Select “Submit” located at the bottom of the page

Submit

- The following message will show, select “Open”

## You have submitted

Up Next:  Change Benefit Elections

[View Details](#)

Open →

- Select “Let’s Get Started”

## Change Benefit Elections

Initiated On 04/26/2021

Submit Elections By 04/26/2021

Let's Get Started

- Select “Manage” located under your Health Savings Account

### Accounts



Health Savings Account  
Health Equity

Contribution per  
paycheck

\$0.00

Manage

- Under the plans available, select the plan/s you would like to update. Employees over 55 have the option to enroll in the catch-up plan.

## Plans Available

Select a plan or Waive to opt out of Health Savings Account.

2 items

*Selection	Benefit Plan
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Health Equity
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Health Equity Catch-up

- Enter the amount you would like to contribute to your HSA account. You can choose amount per paycheck, or an annual amount.

For HSA maximum contributions, please review the general instructions shown on the right hand side of the page.

### Health Savings Account - Health Equity

Projected Total Cost Per Paycheck  
\$0.00

#### Contribute

Per Paycheck  Annual

Remaining Paychecks 18

Maximum Annual Amount: \$7,200.00

#### Summary

Annual Company Contribution \$2,500.00

Total Annual HSA Contribution \$2,500.00

- Click on the “Save” button

Save

- If you are 55+ and elected to enroll in HSA catch-up plan, you will need to complete step 2

## Health Savings Account - Health Equity **Catch-up** (Step 2 of 2)

Projected Total Cost Per Paycheck  
\$100.00

### Contribute

Per Paycheck

Annual

Remaining Paychecks 18

Maximum Annual Amount: \$1,000.00

- Click on the “Save” button

Save

- Review your changes and select the “Review and Sign” button located at the bottom of the page.

Review and Sign



### Related articles

#### Content by label

There is no content with the specified labels