

To change your Health Savings Account contribution, follow the steps below. This can be changed at any point during the year. Changes will be effective on the first of the month following your request.

Tasks

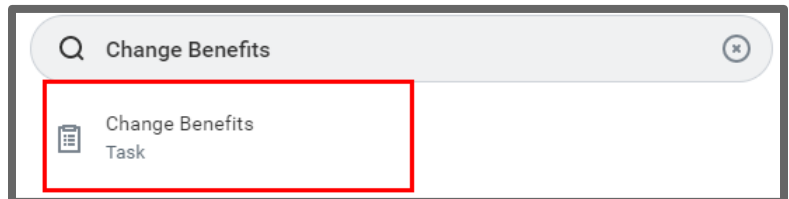
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Before You Begin

- Health Savings Accounts (HSAs) are available to those who are enrolled in Basic Health. You can use HSA dollars to pay for eligible medical, dental, and vision expenses.
- Balances roll over each year and accrue interest.
- Eligibility for enrolling in an HSA can be found on the [HR Website](#).
- The IRS sets contribution limits on the Health Savings Account – [see current limits here](#).

Change HSA

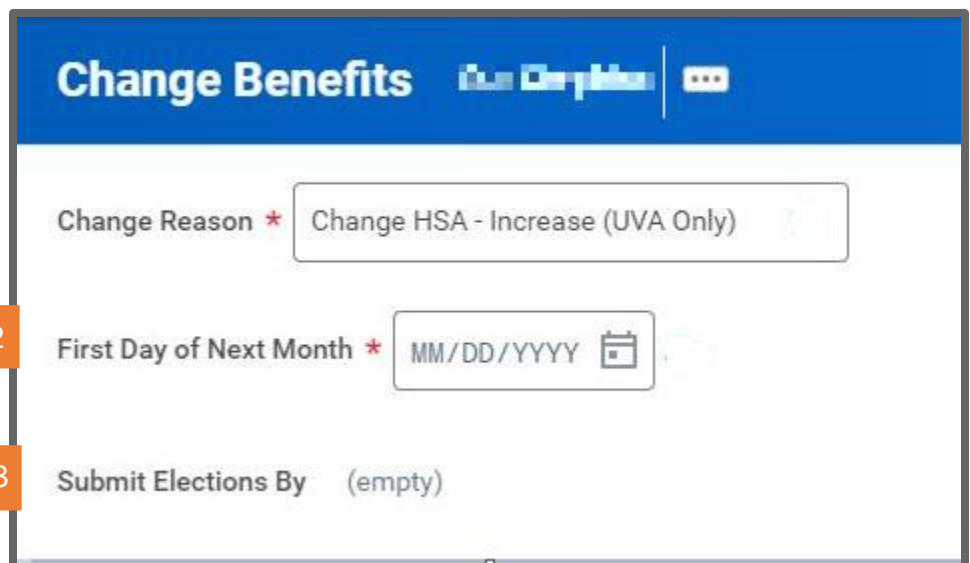
1. From the Workday search feature, enter 'Change Benefits' and select the **Change Benefits** tasks.



A screenshot of the Workday search interface. The search bar contains the text 'Change Benefits'. Below the search bar, a list of results is shown, with 'Change Benefits Task' highlighted by a red rectangular box.

2. Click the **Change Reason** drop-down to select **Change HSA-Increase (UVA only)** or **Change HSA-Decrease (UVA only)**.

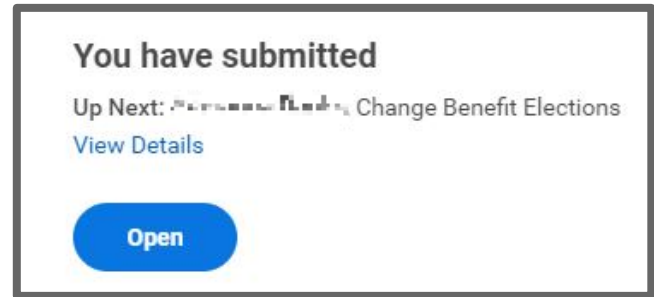
3. In the **First Day of Next Month** field, enter today's date of a date in the future. Any changes will take effect on the first day of the following month.



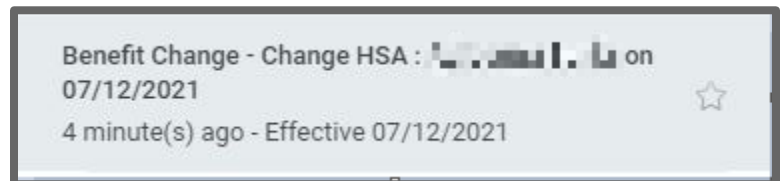
A screenshot of the 'Change Benefits' form. The form has a blue header with the title 'Change Benefits' and a 'Full Completion' status indicator. The form contains three main fields: 'Change Reason *' with a dropdown menu set to 'Change HSA - Increase (UVA Only)', 'First Day of Next Month *' with a date input field showing 'MM/DD/YYYY' and a calendar icon, and 'Submit Elections By' with an '(empty)' value. The steps from the previous list are numbered 2 and 3 in orange boxes next to the corresponding fields.

4. Click **Submit**.

5. You will receive a 'You have submitted' confirmation with an **Open** button that takes you to the next step. Click the **Open** button.



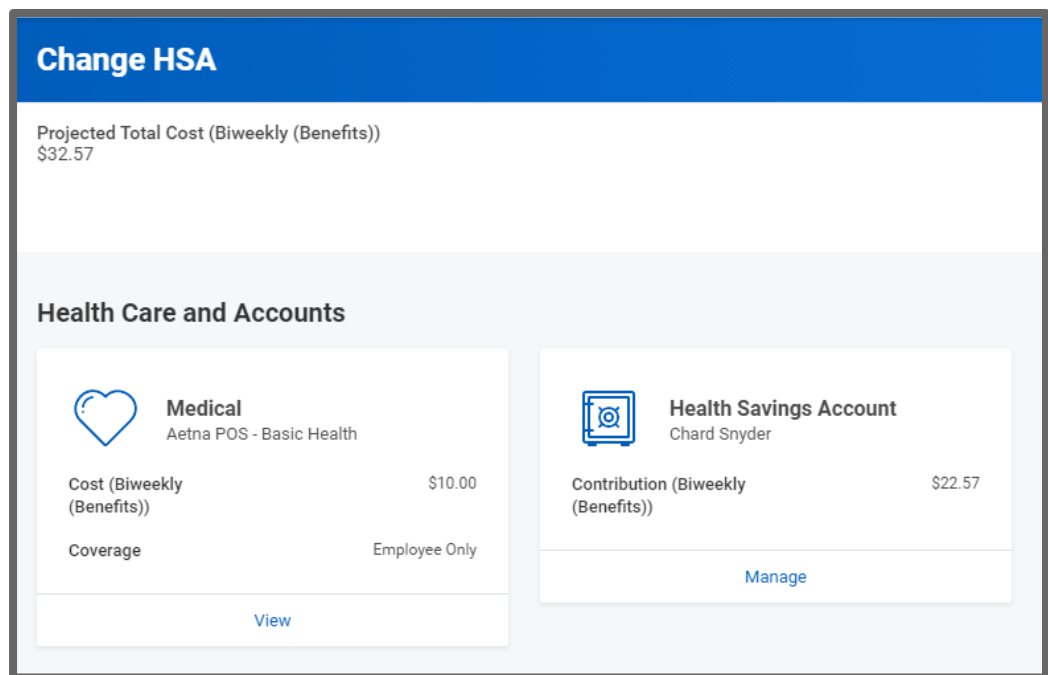
If you click out of the confirmation, this step will be in your inbox.



Let's Get Started

6. Click the **Let's Get Started** button.

7. The Medical plan tile in this event is view only. The Health Savings Account tile is available for update. Click **Manage** to begin.



8. Click on Manage to open up the Health Savings Account tile. On the Plans Available page, **do not waive the HSA**. If you do not wish to contribute part of your pay to your HSA, elect the HSA plan with an annual employee amount of \$0.00. Click the **Confirm and Continue** button.

- You cannot contribute less than the minimum nor exceed the maximum contribution. The total amount includes the UVA contribution.

Health Savings Account

Projected Total Cost (Biweekly (Benefits))
\$32.57

Plans Available

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

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*Selection	Benefit Plan	You Contribute (Biweekly (Benefits))	Company Contribution (€ (Benefits))
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Chard Snyder	\$22.57	

9. On the Contribution page, enter a yearly amount in the **Annual** field. The system will calculate the amount in the Per Paycheck and Summary fields.

10. Click **Save**.

Contribute

Your estimated contributions made this year 291.70

Per Paycheck

Annual

Remaining Paychecks 10

Maximum Annual Amount: \$3,600.00

Summary

Contribution (Biweekly (Benefits))	\$22.57
Total Annual HSA Contribution	\$500.00



Note: It is recommended that employees enter the annual amount that they would like to contribute into their HSA or FSA. The amount you may see displayed in the "Per Paycheck" is more reflective of the expected payroll deduction, but still may vary slightly from your actual paycheck deduction depending on your payroll frequency.

The annual amount is the field that payroll will use to compute your payroll deduction for your HSA contribution. They do not use the per paycheck field because it can vary due to the multiple payrolls with limited deductions.

11. You will receive a save confirmation.



Your Health Savings Account changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

12. Click the **Review and Sign** button.

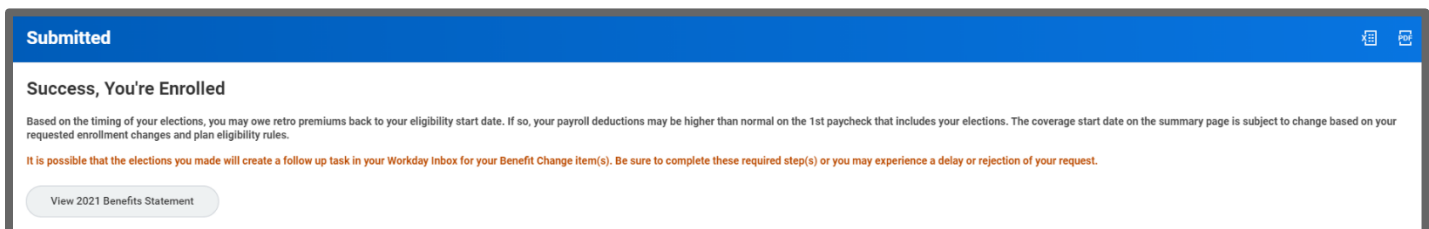
If you have more benefit changes to add, click the **Home** button to add additional changes.

13. After clicking the **Review and Sign** button, scroll through the **View Summary** of your proposed change.

14. If you are happy with the change, scroll down to the **Electronic Signature** section and click the '**Accept**' checkbox.

15. Click **Submit**.

16. You will receive a 'Success! You've Enrolled' confirmation with a link to a **View 2021 Benefits Statement**, which shows this change only.



Note: This button gives you the option to print your change request.

17. Click the **View 2021 Benefits Statement** button.

18. Click the **Print** button.

19. Click the **Download** button.

20. Your document displays, which allows you to **Open** and **Print**.

21. Click the **Home** button.

22. Print a copy for your records by clicking **Print**. This will open a PDF of the page that you can either save or print.

23. Click **Done**.

