

To change your Flexible Spending Account contribution, follow the steps below. This event can be used in conjunction with another Qualified Life Event (such as Birth, Marriage, etc.), or this event can be used as its own Qualified Life Event. Once approved by UVA HR, changes will be effective on the first of the month following your request.

Tasks

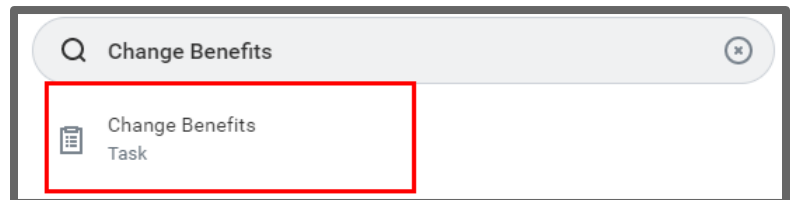
- [Before You Begin](#)
- [Change FSA](#)

Before You Begin

- Additional details about each specific Flexible Spending Account Benefit, plan and eligibility rules and links, will be found on the General Information page within each benefit plan tile in your event in Workday.

Change FSA

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



2. Click the **Change Reason** drop-down to select **Flexible Spending Account-Increase or Decrease**.

3. In the **Date of FSA Increase/Decrease** field, enter today's date or 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 in Workday. The form has a blue header with the title 'Change Benefits'. Below the header, there are two main fields. The first field is labeled 'Change Reason *' and has a dropdown menu open showing 'Flexible Spending Account - Increase'. A red square with the number '2' is placed to the left of this field. The second field is labeled 'Date of FSA Increase *' and has a text input field containing 'MM/DD/YYYY' and a calendar icon. A red square with the number '3' is placed to the left of this field.

4. Add your required documentation for your Qualified Life Event change.

A screenshot of the 'Attachments' section of the form. It features a large dashed-line box for dropping files. Inside the box, the text 'Drop files here' is centered, with a small 'or' below it. At the bottom of the box, there is a button labeled 'Select files'.

5. Click **Submit**.

- 6. You will receive a 'Success! Event submitted' confirmation with an **Open** button that takes you to the next step.

Note: For a decrease the confirmation will say Click the **Open** button.

Success! Event submitted

Up Next: Change Benefit Elections
[View Details](#)

Open

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

Benefit Change - Flexible Spending Account - Increase : on 07/27/2021
7 second(s) ago - Effective 07/27/2021



- 7. Click the **Let's Get Started** button.
- 8. Click on the tile for the benefit you'd like to enroll or increase (increase event only) or decrease (decrease event only). Inside each tile, on the Plans Available page, you will see your current or available plan. Then click the Confirm and Continue button to go to the Contribute page. On the Contribute page, you will enter your annual contribution amount.

Accounts

MC Example

Health Care FSA Chard Snyder Contribution (Biweekly (Benefits)) \$5.42 Manage	Dependent Care FSA Chard Snyder Contribution (Biweekly (Benefits)) \$5.42 Manage	Limited FSA Waived Enroll
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Accounts

UPG Example

Health Care FSA - UPG McGriff Insurance Services Contribution per paycheck \$20.00 Manage	Dependent Care FSA - UPG Waived Enroll
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9. After selecting the tile you'd like to enroll, edit/manage or waive, click on the radio button in the Selection column to **Select** or **Waive** the plan and click the **Confirm and Continue** button.
 - You cannot change the amount to be less than what has already been contributed this year.
 - You cannot contribute less than the minimum nor exceed the maximum contribution. The total amount includes UVA contribution.

Health Care FSA

Projected Total Cost (Biweekly (Benefits))
\$10.84

Plans Available

1 item ☰ ☐ ↻

*Selection	Benefit Plan	You Contribute (Biweekly (Benefits))
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Chard Snyder	\$5.42

10. Click **Confirm and Continue**.

11. Enter a yearly amount in the **Annual** field. The system will calculate the amount in the Per Paycheck and Summary fields.

For a decrease, the amount must be on or over the amount shown in 'Your estimated contributions made this year.'

12. Click **Save**.

Contribute

Your estimated contributions made this year 70.00

Per Paycheck

Annual

Remaining Paychecks 10

Minimum Annual Amount: \$120.00

Maximum Annual Amount: \$2,500.00

Summary

Contribution (Biweekly (Benefits))	\$5.42
Total Annual Contribution	\$120.00



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 HAS/FSA contribution. They do not use the per paycheck field because it can vary due to the multiple payrolls with limited deductions

13. You will receive a save confirmation.



Your Health Care FSA 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.



Your Health Care FSA - UPG 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.

14. If this is the only change, click the **Review and Sign** button.

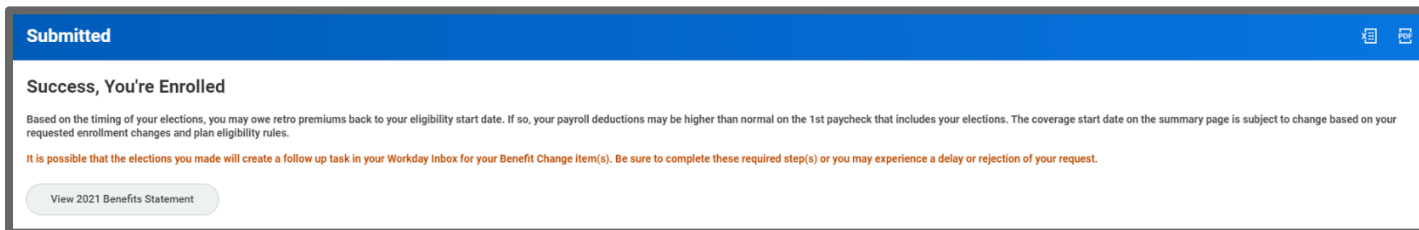
If you have more benefit changes to add, click the **Home** button to add additional changes.

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

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

17. Click **Submit**.

18. 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.

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

20. Click the **Print** button.

21. Click the **Download** button.

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

23. Click the **Home** button.

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

25. Click **Done**.

