

HSA Contribution Change

Overview

This provides information on how to change your Health Savings Account (HSA) contribution.

Who Does This: Employee

Things to Know:

- You can make this change a maximum of one time per month.
- This change will impact your withholdings on your next payroll cycle.
- You cannot contribute over the annual maximum allowed.



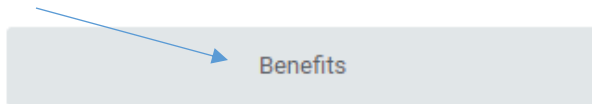
Benefits

Step 1

Access Workday online or via your mobile device.

Click to choose the **Benefits** worklet.

Change



Step 2

Under Change, click on **Benefits**.

Change Reason *

HSA Contribution Change

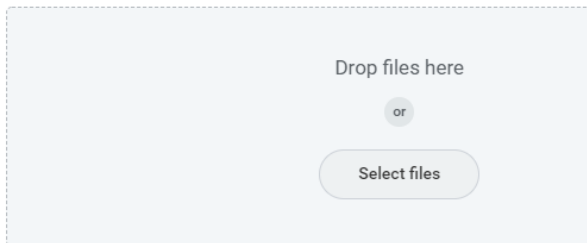


Benefit Event Date *

07/14/2021



Attachments



enter your comment

Submit


Save for Later

Cancel

Step 3

Click on the down arrow to access the dropdown menu.

Choose **HSA Contribution Change** as the Change Reason.

Use the calendar icon  to select today's date as the **Benefit Event Date**.

No documentation or attachments or comment are required for this change reason.

Click **Submit**.

You have submitted

Up Next: John Doe, Change Benefit Elections

[View Details](#)

Open



Inbox
1 item

Benefit Change - HSA Contribution Change : John Doe on 07/14/2021
4 minute(s) ago - Effective 07/14/2021

Step 4

Up Next, click **Open** to start the actual Change Benefit Elections task.

The Benefit Change task will also be in your Workday Inbox.

You can access the task either way.

Change Benefit Elections

Initiated On 11/18/2020

Submit Elections By 11/22/2020

Let's Get Started

Step 5

Click **Let's Get Started**.



USA - Health Savings Account
Discovery Benefits

Contribution (Semimonthly) \$45.45

[Manage](#)

Step 6

On the HSA tile, click **Manage**.

*Selection	Benefit Plan	You Contribute (Semir
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Discovery Benefits	\$45.45
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Discovery Benefits Bronze	

Confirm and Continue

Step 7

Only the plan you are eligible for will be available. (This is based on your medical plan selection and age.)

Click **Select**.

Please do not waive your HSA or you will not receive the company contribution to your account.

Click **Confirm and Continue**.

Contribute

Per Paycheck

Annual

Remaining Paychecks 24

Maximum Annual Amount: \$7,200.00

Summary

Contribution (Semimonthly) \$100.00

Total Annual HSA Contribution \$3,400.00

Save

Cancel

Step 8

Enter the amount you want to contribute **Per Paycheck** OR enter an **Annual** contribution amount.

You may elect to contribute \$0 to your account, if desired.

(Note: The CoorsTek company contribution is reflected in the Total Annual HSA Contribution amount shown. That amount must not exceed the annual contribution amount allowed by the IRS.)

Click **Save**.

Review and Sign

Save for Later

Electronic Signature

LEGAL NOTICES: Please Read

All employees:

Your Name and Password are considered your "E When you check the "I Accept" checkbox, you are

1. You understand that your benefit elections
2. You understand that all benefits are contin
3. You authorize CoorsTek to establish the be each payroll, you agree to write a personal check

All employees:

As a plan participant, you are entitled to a compr of Benefits and Coverage, or SBC.

When you check the "I Accept" checkbox, you are

All disclosures and plan documents, including SI

You may request and obtain a paper copy of any

[Kaiser Arbitration Agreement for Kaiser CA enro](#)
[Kaiser Foundation Health Plan Arbitration Agree](#)

I understand that (except for Small Claims Court other associated parties on the one hand and Ka claim for medical or hospital malpractice (a clair

I Accept

Submit

Success, You're Enrolled

Step 9

Click **Review and Sign**.

If your HSA election is correct, carefully read the **Electronic Signature and Legal Notices**.

Once you understand and agree, click the **I Accept** box.

Click to **Submit**.