

Health Savings Account (HSA) Enrollment and/or Contribution Changes in Workday

20 Steps

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Created by

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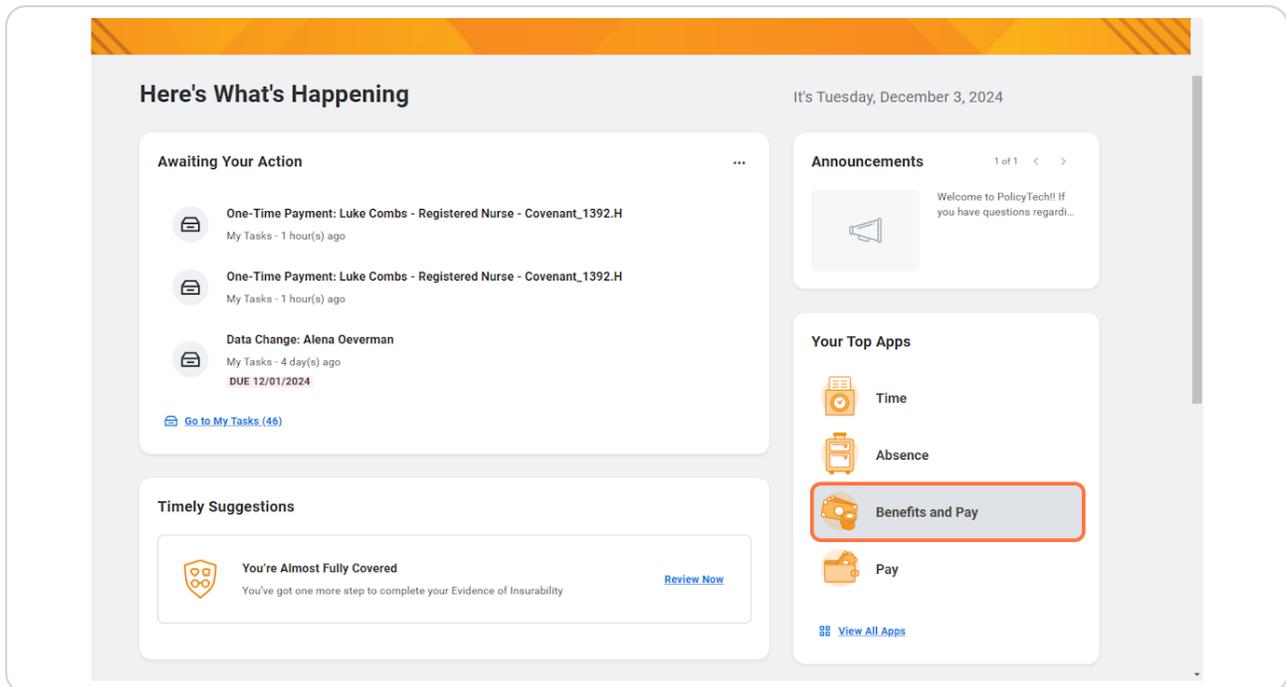
Last Updated

Dec 03, 2024

STEP 1

Click on Benefits and Pay from "Your Top Apps" widget.

Note: you may need to click 'view all apps' to find the Benefits and Pay app if you don't have it saved as one of your top apps.



STEP 2

Click on Change Benefits

The screenshot shows a user interface with a green header bar at the top. Below the header is a search bar with a magnifying glass icon and the text "Search". Underneath the search bar is a section titled "Tasks and Reports". This section contains three buttons: "Payment Elections", "Change Benefits" (which is highlighted with a red border), and "Change Retirement Savings". Below the "Tasks and Reports" section is an "Overview" section. The "Overview" section contains two cards: "Most Recent Pay" with the text "Your next pay day is August 16, 2024." and "Deductions" with the text "Taxes and deductions from paystub."

STEP 3

Click on Change Reason and select HSA Enrollment

The screenshot shows a user interface for a user named "Alexus Brandenburg". Below the name is a section titled "Change Reason *". A dropdown menu is open, showing a list of options. The options are: "select one" (highlighted in blue), "Add/Update Beneficiary", "Cafeteria Plan Enrollment", "HSA Enrollment" (highlighted with a red border), "Life Event - Birth / Placement of Child", "Life Event - Death of a Dependent", "Life Event - Dependent Gain or loss of Medicare", "Life Event - Divorce", and "Life Event - Employee/Dependent Gains or Loses Other Coverage".

STEP 4

Select the day in which you'd like this benefit change to take place.

IA Enrollment ▼

MM/DD/YYYY 

(empty)

December 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

STEP 5

Click on Submit

Select files

enter your comment



Submit Save for Later Cancel

STEP 6

A window will pop up, Click on Open OR Navigate to your workday inbox and click 'Let's Get Started' on the enrollment task.

The screenshot displays a user interface with a sidebar on the left and a main content area. The sidebar contains a vertical list of items, with one item highlighted in orange. The main content area is divided into sections. The top section is titled "Tasks and Repo" and contains a button labeled "Payment Electio". Below this is a section titled "Needs Attentio". A modal window is overlaid on the "Needs Attentio" section, displaying the message "You have submitted" followed by "Up Next: Alexis Brandenburg | Change Benefit Electio" and a blue link "View Details". A blue button labeled "Open" is highlighted with a red border. Below the modal, there is a task card for "Benefit Event: HSA Enrollment" with a red "NOT STARTED" status, the text "Submit elections by December 7, 2024.", and a button labeled "Enroll".

STEP 7

Click on Let's Get Started

g in benefits.

Enroll, Manage or View the benefit options available.

will need to Enroll/Manage > Select the appropriate benefit plan > Click "Add New Dependent" and follow prompts. **IMPORT** number you can skip).

I not be able to change the option, but you should **Manage** it to add beneficiary allocations. For other options, you will only have left options available to you.

Click the **Review and Sign** button to review your final elections and complete the **Electronic Signature**. Scroll down the page a

STEP 8

Click on Manage

	MARY FREE BED Mary Free Bed
Contribution per paycheck	\$0.00
Manage	

If this is your first time enrolling in HSA you must complete your enrollment directly with LMCU. You can open the account by visiting <https://go.lmcu.org/hsa-maxadvantage>, click 'Open Account', and use company code 1003 in the Employer ID field. Follow all steps necessary including the e-sign document and the \$5.00 fee to open the account. The process will also allow you to designate a beneficiary for your account.

Your account will not be open nor approved by the benefits team until we receive confirmation from the LMCU HSA team that your account set up has been completed.

STEP 9

IMPORTANT: Note if this is your first time enrolling in HSA you must complete additional steps directly with the HSA vendor, LMCU, and the Benefits team.

Plans Available

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

1 item

Benefit Plan	*Selection	You Contribute (Biweekly)	Company Contribution (Biweekly)
Mary Free Bed	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$0.00	\$30.00

Health Savings Account Instructions

Important Information

You can select either of the following plans, but not both: Health Savings Account - Enrolled - Mary Free Bed or Healthcare FSA - WEX. When you select one of the plans, Workday automatically waives any other plans.

General Instructions

Opening and Contributing to an H.S.A.

Mary Free Bed partners with Lake Michigan Credit Union to provide the ability to open a Health Savings Account (HSA) when you enroll in the HDHP 2000 medical option. You must open a HSA through LMCU to receive the company contribution. You can open the account by visiting <https://go.lmcu.org/hsa-maxadvantage> and use company code 1003. The process will also allow you to designate a beneficiary for your account.

There are annual limits for the amount of funds you can contribute to an HSA each year. This includes any deposit made by the company, pre-tax deductions from your paycheck, and any after tax deposits you make. This amount may not exceed the IRS contribution limit. Once your account is open with LMCU, you can elect to have pre-tax deductions deposited from your paycheck. You can change the amount you contribute to your account at any time during the plan year.

You can choose to open an account through another financial institution. However, you would not receive the company contribution or the convenience of pre-tax payroll.

Who can open an HSA?

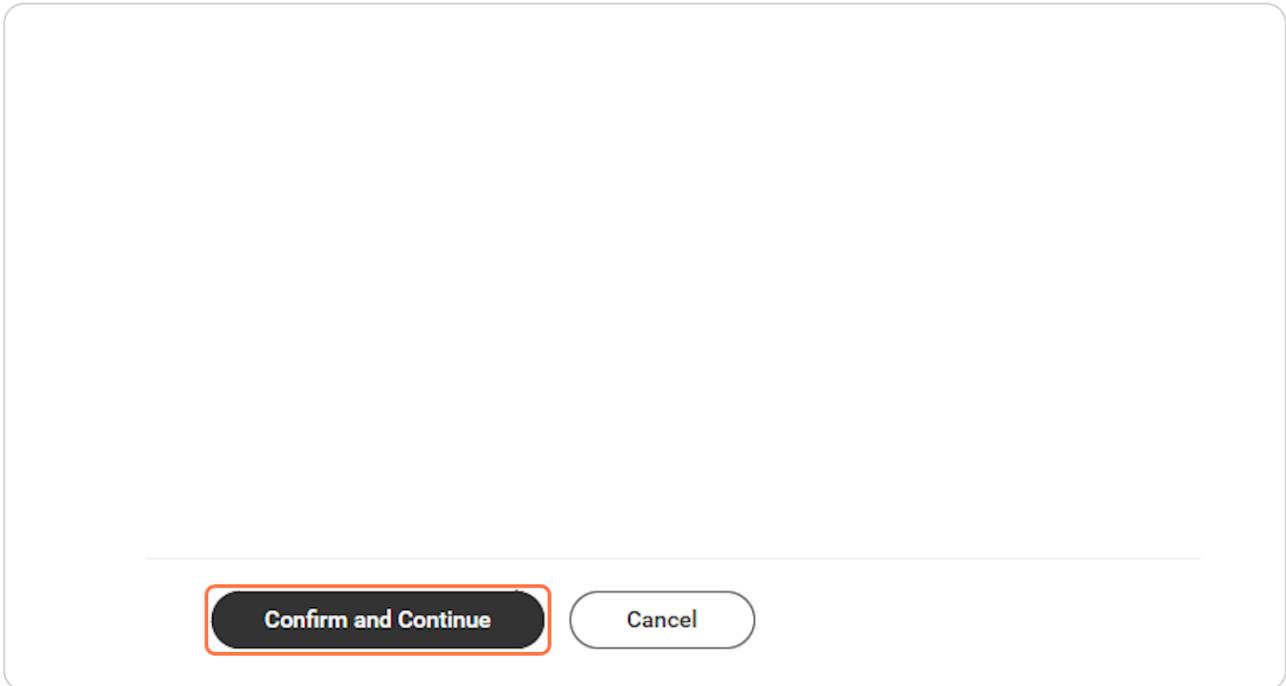
You are eligible to contribute to an H.S.A. if you:

- Are covered under an HSA-qualified high deductible health plan (HDHP 2000).
- Are not enrolled in Medicare*, TRICARE or TRICARE for Life.
- You are not covered by another major medical plan, including the plan of your spouse or parent.
- Cannot be claimed as a dependent on someone else's tax return.
- Have not received Veterans Affairs (VA) benefits within the past 3 months
- You (or your spouse) do not contribute to a Health Care FSA.
- Enrollment in Medicare Part A may be retroactive by up to 6 months when you begin taking social security retirement after your Social Security Normal Retirement Age (SSNRA). This may affect your HSA eligibility.

Other restrictions and exceptions may also apply. For more information, visit www.irs.gov/publications/p969/.

STEP 10

Click on Confirm and Continue



STEP 11

Enter your per paycheck amount or annual amount, the other will automatically calculate.

Contribute

Your estimated contributions made this year 4,800.00

Per Paycheck

Annual Remaining Paychecks 1

Maximum Annual Amount: \$8,300.00

Summary

Annual Company Contribution	\$750.00
Total Annual HSA Contribution	\$750.00

STEP 12

Note your estimated annual contributions will appear at the top of the enrollment window.

Contribute

Your estimated contributions made this year 4,800.00

Per Paycheck 50.00

Annual 4,850.00 Remaining Paychecks 1

Maximum Annual Amount: \$8,300.00

Summary

Annual Company Contribution \$750.00

Total Annual HSA Contribution \$5,600.00

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Health Savings Account Instructions

General Instructions

Opening and Contributing to an H.S.A.

Mary Free Bed partners with Lake Michigan Credit Union to provide (HSA) when you enroll in the HDHP 2000 medical option. You must make a company contribution. You can open the account by visiting <https://www.lake-michigan.com> company code 1003. The process will also allow you to designate a beneficiary.

There are annual limits for the amount of funds you can contribute to an HSA. The amount made by the company, pre-tax deductions from your paycheck, and your own pre-tax deductions deposited from your paycheck. You can change any time during the plan year.

You can choose to open an account through another financial institution, a company contribution or the convenience of pre-tax payroll.

Who can open an HSA?

You are eligible to contribute to an H.S.A. if you:

- Are covered under an HSA-qualified high deductible health plan (HDHP)
- Are not enrolled in Medicare*, TRICARE or TRICARE for Life.
- You are not covered by another major medical plan, including the plan provided by your employer.
- Cannot be claimed as a dependent on someone else's tax return
- Have not received Veterans Affairs (VA) benefits within the past 12 months
- You (or your spouse) do not contribute to a Health Care FSA.

* Enrollment in Medicare Part A may be retroactive by up to 6 months before the month of enrollment.

Other restrictions and exceptions may also apply. For more information, please contact your employer's HR department.

STEP 13

The Summary section will also show the annualized company contribution and a calculation of your total annual HSA contribution.

Contribute

Your estimated contributions made this year 4,800.00

Per Paycheck

Annual Remaining Paychecks 1

Maximum Annual Amount: \$8,300.00

Summary

Annual Company Contribution	\$750.00
Total Annual HSA Contribution	\$5,600.00

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items ☰ ☐ ↗

<input type="button" value="+"/> Beneficiary	Percentage
No Data	

Secondary Beneficiaries 0 items ☰ ☐ ↗

Health Savings Account Instructions

General Instructions

Opening and Contributing to an H.S.A.

Mary Free Bed partners with Lake Michigan Credit Union to provide (HSA) when you enroll in the HDHP 2000 medical option. You must make a company contribution. You can open the account by visiting <https://www.lakecru.com> company code 1003. The process will also allow you to designate a beneficiary.

There are annual limits for the amount of funds you can contribute to an HSA. The amount may not exceed the IRS contribution limit. Once your account is open, you can change your contribution amount at any time during the plan year.

You can choose to open an account through another financial institution or the convenience of pre-tax payroll.

Who can open an HSA?

You are eligible to contribute to an H.S.A. if you:

- Are covered under an HSA-qualified high deductible health plan (HDHP)
- Are not enrolled in Medicare*, TRICARE or TRICARE for Life.
- You are not covered by another major medical plan, including the plan of a dependent on someone else's tax return
- Have not received Veterans Affairs (VA) benefits within the past 12 months
- You (or your spouse) do not contribute to a Health Care FSA.

* Enrollment in Medicare Part A may be retroactive by up to 6 months before your Social Security Normal Retirement Age (SSNR).

Other restrictions and exceptions may also apply. For more information, please contact your HR representative.

STEP 14

Note the total Maximum Annual Amount allowed by the IRS, which is based on your tier of enrollment in the HDHP 2000 plan.

Contribute

Your estimated contributions made this year 4,800.00

Per Paycheck

Annual Remaining Paychecks 1

Maximum Annual Amount: \$8,300.00

Summary

Annual Company Contribution \$750.00

Total Annual HSA Contribution \$5,600.00

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Health Savings Account Instructions

General Instructions

Opening and Contributing to an H.S.A.

Mary Free Bed partners with Lake Michigan Credit Union to provide (HSA) when you enroll in the HDHP 2000 medical option. You must make a company contribution. You can open the account by visiting <https://www.lakecru.com> company code 1003. The process will also allow you to designate a beneficiary.

There are annual limits for the amount of funds you can contribute to an HSA. The amount made by the company, pre-tax deductions from your paycheck, and your own pre-tax deductions deposited from your paycheck. You can change any time during the plan year.

You can choose to open an account through another financial institution, a company contribution or the convenience of pre-tax payroll.

Who can open an HSA?

You are eligible to contribute to an H.S.A. if you:

- Are covered under an HSA-qualified high deductible health plan (HDHP)
- Are not enrolled in Medicare*, TRICARE or TRICARE for Life.
- You are not covered by another major medical plan, including the following:
- Cannot be claimed as a dependent on someone else's tax return
- Have not received Veterans Affairs (VA) benefits within the past 12 months
- You (or your spouse) do not contribute to a Health Care FSA.

* Enrollment in Medicare Part A may be retroactive by up to 6 months before the date of enrollment after your Social Security Normal Retirement Age (SSNR).

Other restrictions and exceptions may also apply. For more information, please contact your HR representative.

STEP 15

Click on Save

Primary Beneficiaries 0 items

+	Beneficiary	Per
No Data		

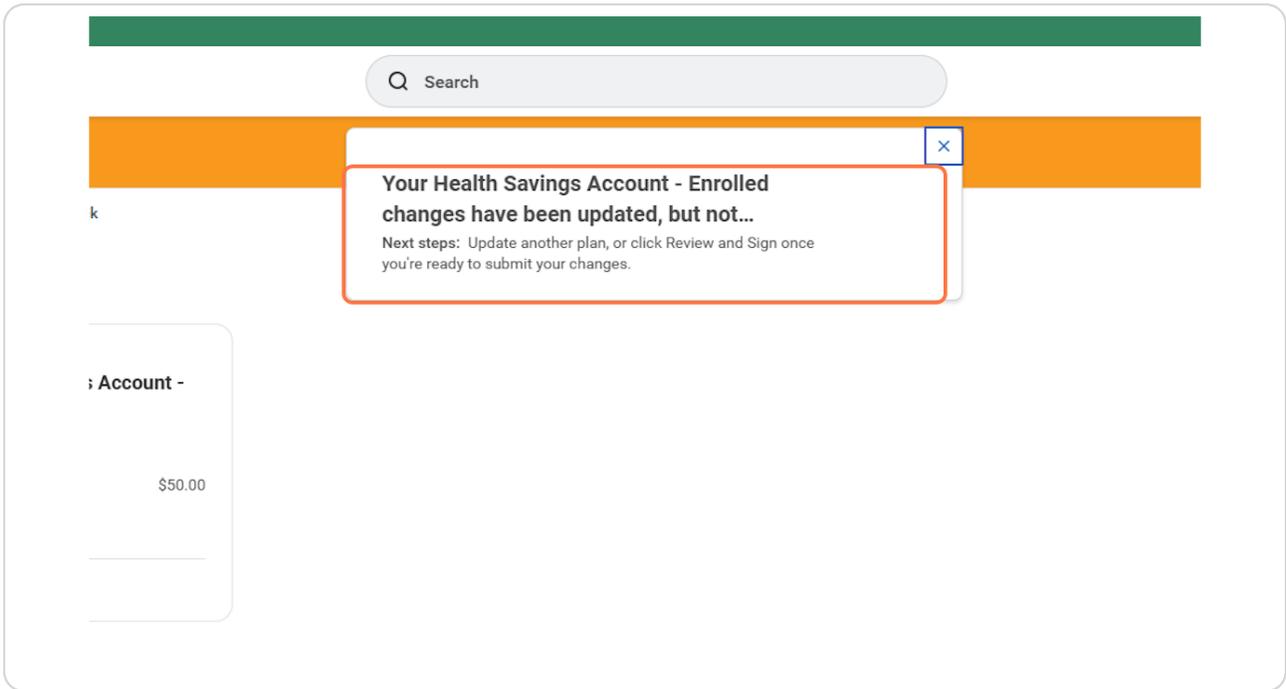
Secondary Beneficiaries 0 items

+	Beneficiary	Per
No Data		

Save Cancel

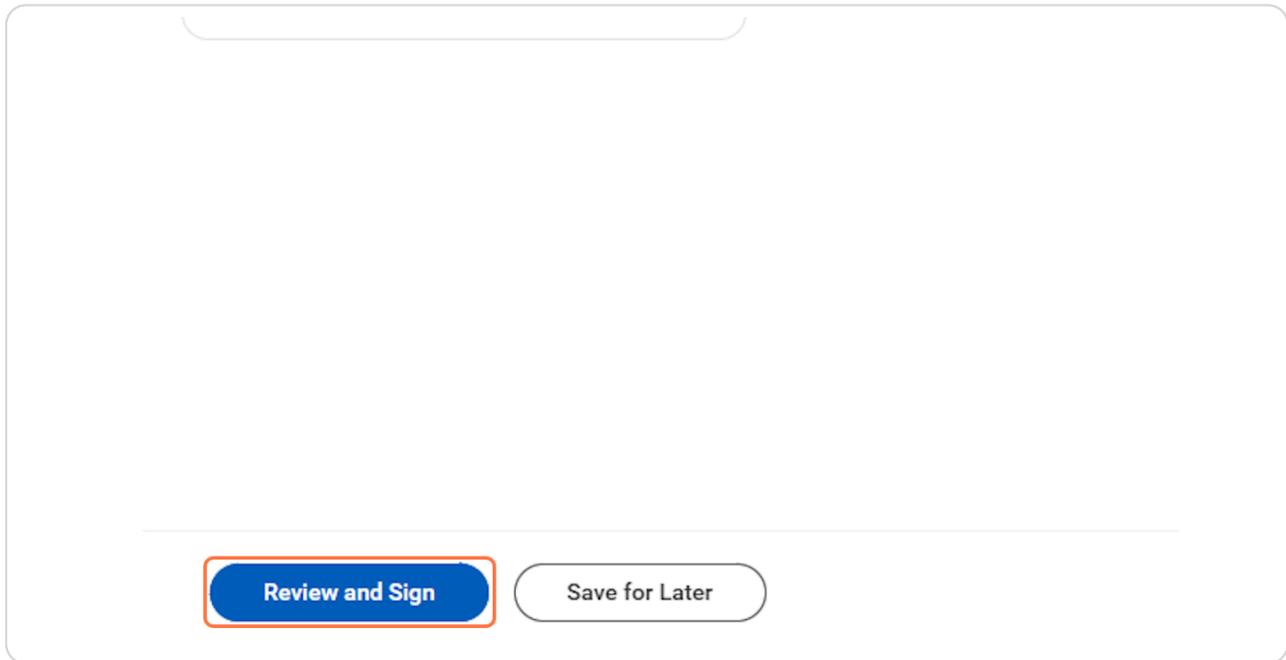
STEP 16

Note you have saved, but you have NOT submitted your enrollment changes yet.



STEP 17

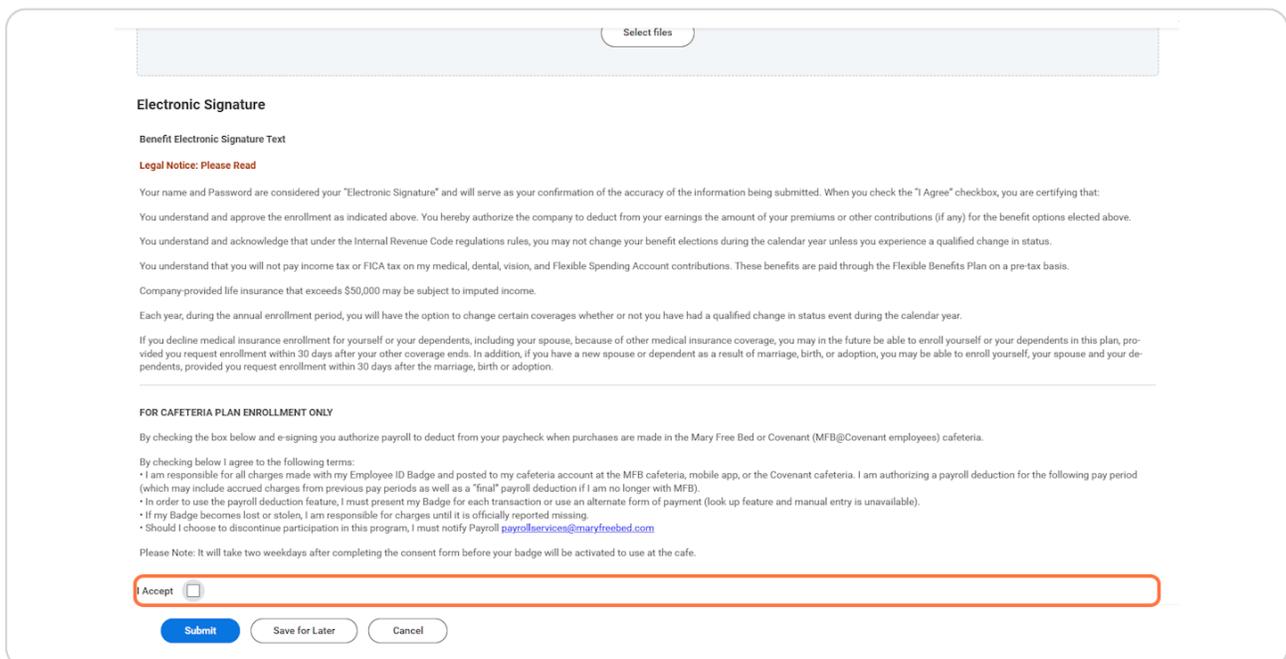
Click on Review and Sign



The screenshot shows a large white rectangular area with rounded corners. At the bottom of this area, there are two buttons. The first button is blue with white text that says "Review and Sign" and is highlighted with a red rectangular border. The second button is white with a grey border and black text that says "Save for Later".

STEP 18

Click on I Accept...



The screenshot shows a form interface. At the top, there is a light blue bar with a "Select files" button. Below this, the section is titled "Electronic Signature". Underneath, there is a "Benefit Electronic Signature Text" section, followed by a "Legal Notice: Please Read" link. The text explains that the user's name and password are considered their "Electronic Signature" and will serve as confirmation of the accuracy of the information being submitted. It also states that the user understands and approves the enrollment as indicated above and authorizes the company to deduct from their earnings the amount of their premiums or other contributions (if any) for the benefit options elected above. It further states that the user understands and acknowledges that under the Internal Revenue Code regulations rules, they may not change their benefit elections during the calendar year unless they experience a qualified change in status. It also states that the user understands that they will not pay income tax or FICA tax on their medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis. It also states that company-provided life insurance that exceeds \$50,000 may be subject to imputed income. It also states that each year, during the annual enrollment period, the user will have the option to change certain coverages whether or not they have had a qualified change in status event during the calendar year. It also states that if the user declines medical insurance enrollment for themselves or their dependents, including their spouse, because of other medical insurance coverage, they may in the future be able to enroll themselves or their dependents in this plan, provided they request enrollment within 30 days after their other coverage ends. In addition, if they have a new spouse or dependent as a result of marriage, birth, or adoption, they may be able to enroll themselves, their spouse, and their dependents, provided they request enrollment within 30 days after the marriage, birth, or adoption.

Below this, there is a section titled "FOR CAFETERIA PLAN ENROLLMENT ONLY". It states that by checking the box below and e-signing, the user authorizes payroll to deduct from their paycheck when purchases are made in the Mary Free Bed or Covenant (MFB@Covenant employees) cafeteria. It also states that by checking below, the user agrees to the following terms:

- I am responsible for all charges made with my Employee ID Badge and posted to my cafeteria account at the MFB cafeteria, mobile app, or the Covenant cafeteria. I am authorizing a payroll deduction for the following pay period (which may include accrued charges from previous pay periods as well as a "final" payroll deduction if I am no longer with MFB).
- In order to use the payroll deduction feature, I must present my Badge for each transaction or use an alternate form of payment (look up feature and manual entry is unavailable).
- If my Badge becomes lost or stolen, I am responsible for charges until it is officially reported missing.
- Should I choose to discontinue participation in this program, I must notify Payroll payrollservices@maryfreebed.com

Please Note: It will take two weekdays after completing the consent form before your badge will be activated to use at the cafe.

At the bottom of the form, there is a checkbox labeled "I Accept" which is currently unchecked. Below the checkbox, there are three buttons: "Submit" (blue), "Save for Later" (white with grey border), and "Cancel" (white with grey border). The "I Accept" checkbox and the "Submit" button are highlighted with a red rectangular border.

STEP 19

Click on Submit

enter your comment



Process History

 **Alexus Brandenburg**
Change Benefits for Life Event- Awaiting Action

Submit Save for Later Cancel

 **IMPORTANT:** New HSA enrollments will be pending approval until the employee completes all steps with LMCU.

STEP 20

Click on View 2024 Benefits Statement to view or print your elections.

