

Add or Change HSA Contribution

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PURPOSE

This is for employees to add or edit their HSA contribution amount. It is only available for employees who are enrolled in the Medical - United Health Care PPO Consumer Focused Health Plan (HSA Eligible), and who are NOT enrolled in Medical Flex - ASI Medical Flex. A person cannot do both the Medical Flex and the HSA contribution.

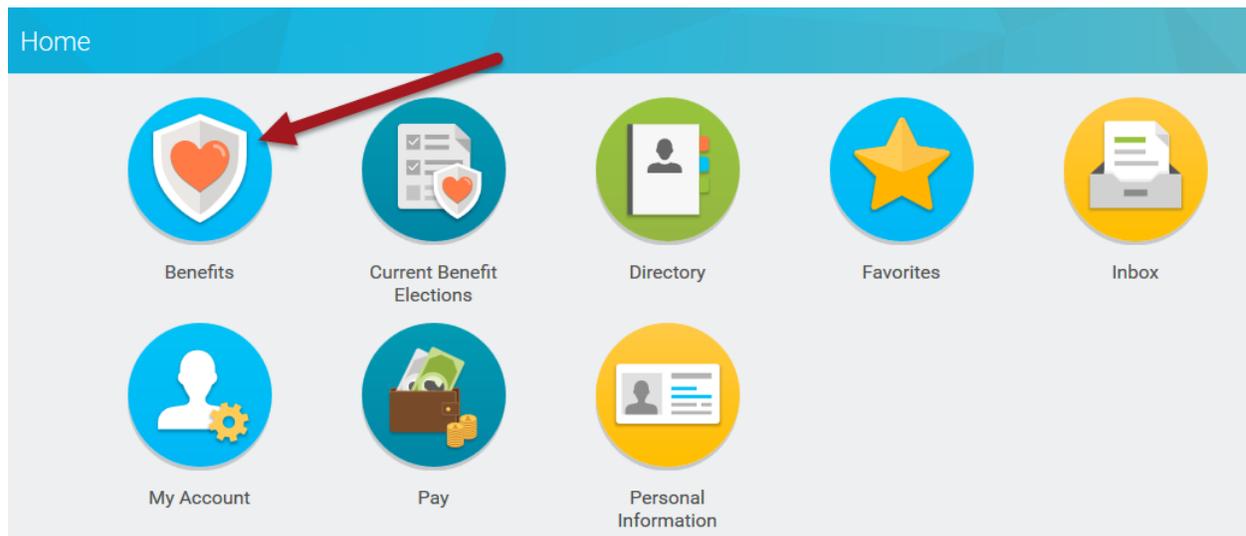
You can change the dollar amount for your HSA at any time, if you wish.

LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center can be accessed from this page, <http://link.nebraska.gov/>.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

START THE EVENT TO ADD OR CHANGE YOUR HSA CONTRIBUTION AMOUNT

1. On your Home Page, click the Benefits icon.



Add or Change HSA Contribution

- On the left side of the screen, in the Change column, click Benefits to initiate the HSA Contribution Change life event.



- Click the Benefit Event Type dropdown and select "HSA Contribution Change."

The image shows a form titled 'Change Benefits First Middle Last (EmpID)'. The form has several fields: 'Benefit Event Type' (dropdown), 'Benefit Event Date' (dropdown), 'Submit Elections By', 'Enrollment Offering Types', and 'Attachments' (0 items). The 'Benefit Event Type' dropdown is open, showing a list of event types: 'Add or Decrease Life Insurance', 'Beneficiary Change', 'Birth of a Child / Adoption', 'Dependent Gain of State Employee Group Coverage', 'Dependent Loss of State Employee Group Coverage', 'Divorce', 'Flexible Spending Changes Only', 'Gain of Eligibility for other Group Coverage', and 'HSA Contribution Change'. The 'HSA Contribution Change' option is highlighted with a red box. There is also a comment field with a cloud icon and the text 'enter your comment'.

Add or Change HSA Contribution

- In the Benefit Event Date, click the calendar and select your desired effective date.

Benefit Event Date * MM / DD / YYYY 

Submit Elections By (empty)

Enrollment Offering Types (empty)

Attachments 0 items

S	M	T	W	T	F	S
27	28	29	30	31	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	5	6

Attachment

- At the bottom of the page, click Submit.

ADD OR CHANGE DOLLAR AMOUNT

Once you initiate the HSA Contribution Change life event, you need complete the event by entering your desired dollar amount for payroll deduction.

- On the next screen, click Open.

You have submitted Benefit Event: First Middle Last (EmpID) on 02/01/2016 

Up Next Do Another

 First Middle Last Change Benefits

Change Benefit Elections

Open

 Details and Process

- You will next see your current Health Care Elections. Click Continue at the bottom of the screen.

Change Benefit Elections HSA Contribution Change for First Middle Last (EmpID) - Step 1 of 3 

Event Date 02/01/2016 Total Employee Net Cost/Credit

Initiated On 01/28/2016 \$73.48 Monthly Cost

Submit Elections By 03/01/2016

Health Care Elections 2 items

Benefit Plan	*Elect / Waive	Coverage	Enroll Dependents	Employee Cost (Monthly)	Employer Contribution (Monthly)	Plan Description	Provider Website
Medical - United Health Care PPO Consumer Focused Health Plan (HSA Eligible)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input checked="" type="checkbox"/> Employee Only 		\$73.48	\$276.40	Summary of Benefits & Coverage - Consumer Focused	United Health Care
Medical - United Health Care Regular Plan	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					Summary of Benefits & Coverage - Regular	United Health Care
				73.48	276.40		

Add or Change HSA Contribution

- The next screen shows instructions about this particular event. Please read the instructions carefully.
- Towards the bottom, under Health Savings Election, either enter a dollar amount or change the amount already entered. You can do this in either the “How much do you want to contribute for the total year?” field or the “How much do you want to contribute per paycheck (pay period frequency)?” field. Each of them will automatically calculate if you click in the other field.

Change Benefit Elections HSA Contribution Change for First Middle Last (Emp ID) - Step 2 of 3

Event Date

Instructions for this event are included in this space.

Health Savings Election 1 items

Benefit Plan	* Elect / Waive	Contribution Range (Annual)		
HSA<=54 - Optum HSA Bank Health Savings Plan for Employees age 54 or younger	<input checked="" type="radio"/> Elect	Your number of remaining payroll deductions for the year	4	Minimum Con
	<input type="radio"/> Waive	Your estimated contributions made this year	0.00	Maximum Con
	How much do you want to contribute for the total year?		<input type="text" value="500.00"/>	
How much do you want to contribute per paycheck (Monthly)?		<input type="text" value="125.00"/>		

- Click Submit.
- The next screen shows your Medical Benefit Plan first, and then your HSA Contribution addition / change, including the dollar amount you entered. There are instructions on the page for the Electronic Signature. Please read these instructions carefully.
- Towards the bottom of the page, click the checkbox next to I Agree, and then click Submit.

I Agree

- On the next screen, click the Print button to document the change you just made (this will create a PDF document that you can then print and/or save to your local computer, or both).
- Click Done.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234