Add or Change HSA Contribution

CONTENTS

PURPOSE

This is for employees to add or edit their HSA contribution amount. The HSA contribution 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 start, stop, or change the dollar amount for your HSA at any time. These changes do not require a qualified life event.

LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, http://link.nebraska.gov/.

   a. **If you have an @nebraska.gov email**, click the first link that says, "Log in with your @nebraska.gov email." On the next screen, type your email address and your email address password.

   b. **If you do NOT have an @nebraska.gov email**, click the second link that says, "Log in with your User Name / Workday password." On the next screen, type your User Name and Workday password.

2. 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.

2. On the left side of the screen, in the Change column, click Benefits.

Add or Change HSA Contribution

3. Click the Change Reason drop-down and select "HSA Contribution Change."

Change Reason * | HSA Contribution Change ▼

4. In the Benefit Event Date, type your desired effective date, or click the calendar and select the Date.

   NOTE: The changes take effect for the pay period containing the Event date. To ensure contributions are not missed due to being submitted late, please use only current or future Event Dates.

   Benefit Event Date * | MM/DD/YYYY 📅

   Submit Elections By   (empty)

‹	November 2020	›
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	1	2	3	4	5

   ☁ enter your comment

5. Do not enter a date in the Submit Elections By date field … this field will automatically populate with the calculated deadline.

6. At the bottom of the page, click Submit.

ADD OR CHANGE DOLLAR AMOUNT

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

1. On the next screen, click Open, and then, on the next screen, click Let's Get Started.

   Initiated On   11/06/2020

   Submit Elections By   11/30/2020

   [Let's Get Started]

2. You will next see your current Health Care Elections.

Health Care and Accounts

🛡 **Medical**
United Health Care PPO Consumer Focused Health Plan (HSA Eligible)

Cost (Semi-monthly) $45.74

Coverage   Employee Only

Manage

🛡 **HSA>=55**
Optum HSA Bank Health Savings Plan for Employees age 55 or older

Contribution (Semi-monthly) $0.00

Manage

3. Click Enroll/Manage on the HSA tile.

4. The next screen shows instructions about this event. Please read the instructions carefully.

5. Make sure that Select is checked, and then click Confirm and Continue at the bottom of the screen.

6. Change the dollar amount you would like to contribute to this account. You can enter an amount in either the "Per Paycheck" field or the "Annual" field. The other field will automatically calculate itself after you click anywhere outside the field you changed.

   NOTE: If you enter an amount that takes you over the max for the year, you will see an error message that says, "Error: Enter a contribution amount up to: $XXXX.XX" (whatever the max is that you can contribute).

Contribute

Your estimated contributions made this year   765.00

Per Paycheck	252.34	
Annual	4,550.04	Remaining Paychecks 15

Minimum Annual Amount: $12.00

Maximum Annual Amount: $4,550.04

7. Click Save.

8. Click Review and Sign.

9. The next screen shows a Summary of the changes you have made.

10. Towards the bottom of the page, click the checkbox next to I Accept, and then click Submit.

I Accept ☑

   NOTE: On the next screen, you can click the **View 2020 Benefits Statement** to review your changes and/or print a copy.

11. Click Done.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234