403(b) Election Changes

1. Login to Workday

2. Go to View Profile (Found on the top right)

3. Select Actions /Benefits /Change benefits

4. Fill out with the following
   a. Benefit event Type: “Start/Change Retirement Plans Deductions”
   b. Benefit Event Date: (Today's Date)
   c. Attachments: (Not Required)

5. Scroll down, click Submit
6. Select “Open”

7. Make the Changes to your retirement plan and select “Continue” at the Bottom
   - Make sure to “Waive” all unwanted elections

8. Read the “Authorization” and “Retirement Plans Deferral Authorization”

9. Check the “I Agree” box and Submit Changes.