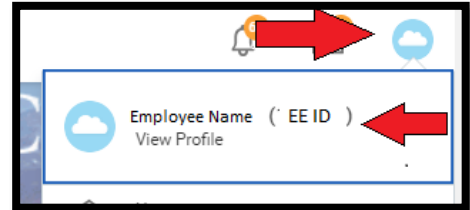


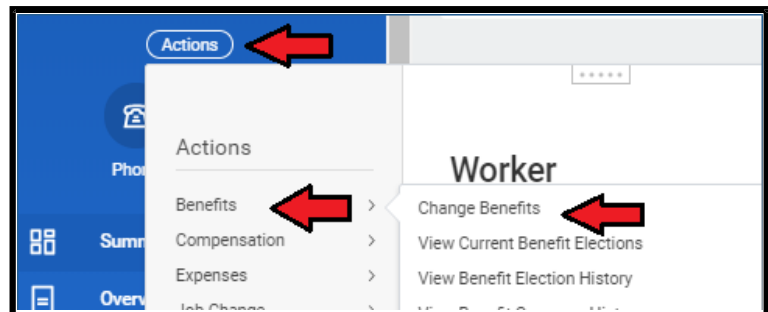
## 403(b) Election Changes

1. Login to Workday

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

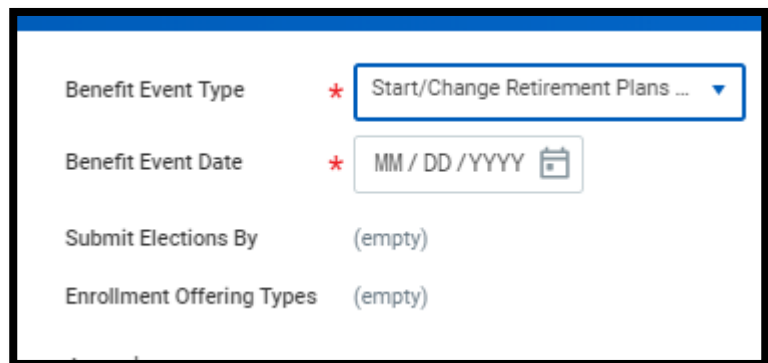


3. Select Actions /Benefits /Change benefits

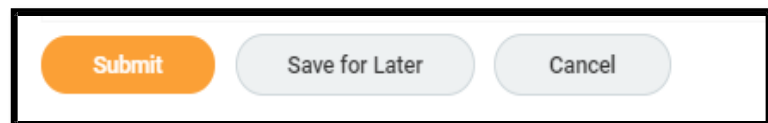


4. Fill out with the following

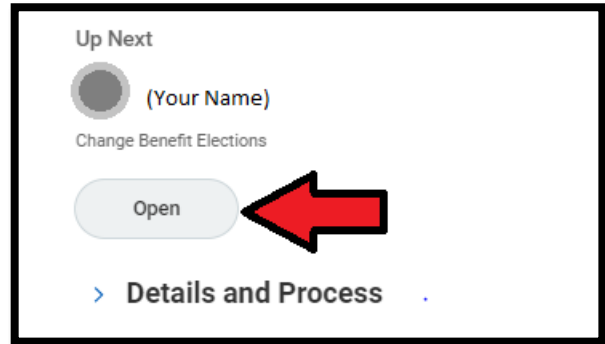
- a. -Benefit event Type:  
"Start/Change Retirement Plans Deductions"
- b. -Benefit Event Date:  
(Today's Date)
- c. -Attachments: (Not Required)



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.

