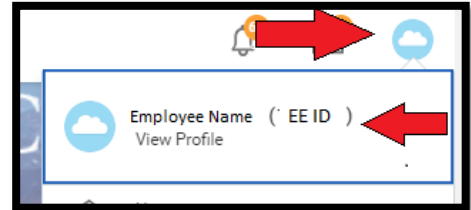


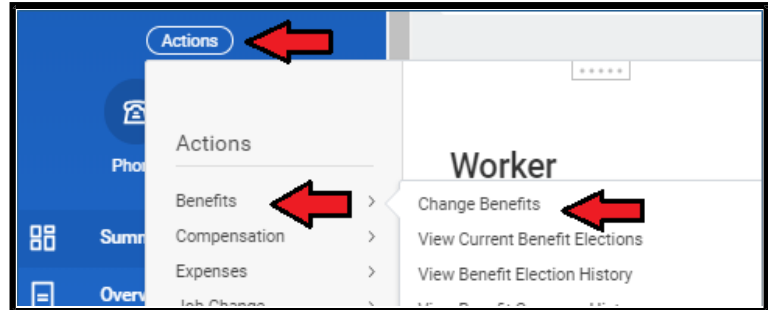
403(b) Election Changes

1. Login to Workday

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



3. Select Actions /Benefits /Change benefits

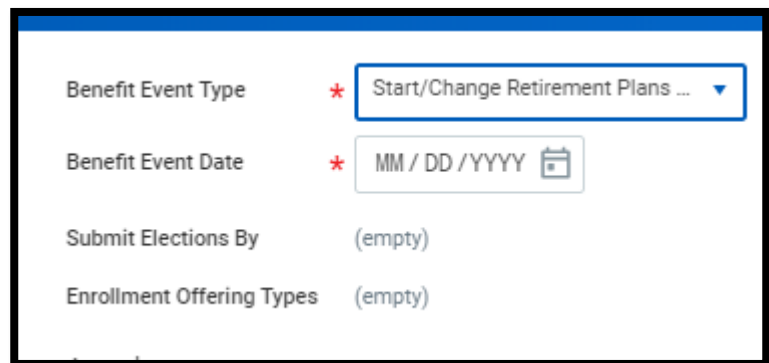


4. Fill out with the following

a. -Benefit Event Type:
"Start/Change Retirement Plans Deductions"

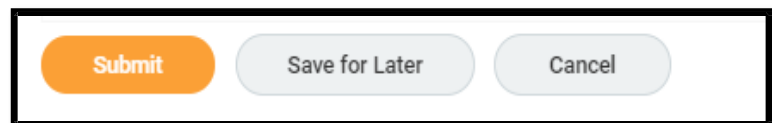
b. -Benefit Event Date:
(Today's Date)

c. -Attachments: (Not Required)

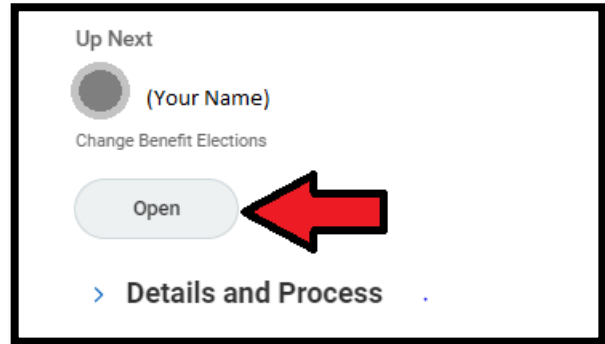


Benefit Event Type	*	Start/Change Retirement Plans ...
Benefit Event Date	*	MM / DD / YYYY
Submit Elections By		(empty)
Enrollment Offering Types		(empty)

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.

