

# WORKDAY ENROLLMENT

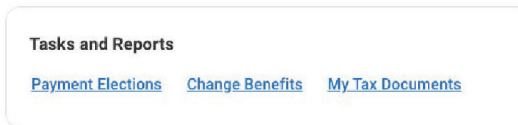
## CHANGE RETIREMENT CONTRIBUTIONS 403(B)

1. Login to Workday using your single sign-on credentials provided by your IT department.

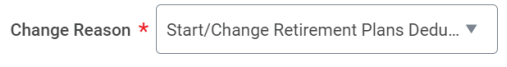
2. On your Workday home page, scroll down to the Benefits and Pay button under Your Top Apps and click to open your benefits information.




3. On this page, select Change Benefits under Task and Reports.



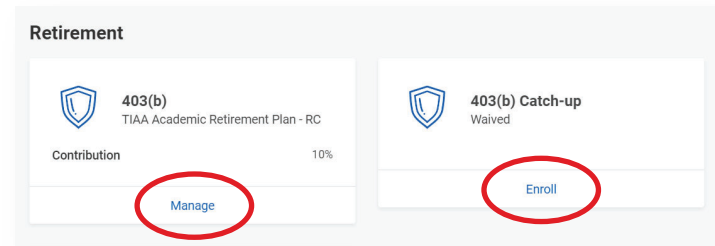
4. For the Change Reason, select "Start/Change Retirement Plans Deductions" from the drop-down list. Then, use the calendar to select the date you want your change to take effect and click Submit. It is not necessary to upload any documentation.



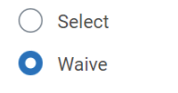
5. To make the change to your retirement election, click the  button to open your current enrollment.

6. Then, click the  button to elect your changes.

7. You will see tiles for the benefit plans relating to the benefit event type you have elected. To make changes to a plan you are already enrolled in, click Manage. To select a plan you are not yet enrolled in, click Enroll.



8. Select or waive your plan and then click Confirm and Continue.



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9. Choose the Contribution Type (Amount or Percentage) and then enter the Contribution amount. **Please note, flat dollar amounts are calculated on a Per Paycheck basis. For example, if you enter a contribution of \$1,000 this will be deducted from each paycheck.** Then click Save. If you changed your mind or selected the wrong benefit plan tile, click Cancel to discard any changes without saving.

Contribution Type \* Percentage

Contribution (%) 5

Maximum Percentage: 100

10. Once you've saved (or canceled), you will go back to the tile page and the tile you have recently worked on will show **REVIEWED**.
11. When you have finished making changes for this enrollment event, click **Review and Sign** at the bottom of the page. If you are still thinking about your changes, you may click **Save for Later** and come back later to complete your changes.

12. Review the changes to your enrollment, click the  button for **I Accept** and then click **Submit** to submit your changes.

13. You may save a copy of your elections by clicking **View 2023 Benefits Statement** and then clicking Print and downloading.

14. Your change is routed to Benefits Administration for approval. In most cases, you will receive a notification from Workday once your change has been approved. If a correction is needed, the benefits administrator may send back your enrollment through Workday.

15. If you saved your enrollment for later and would like to reopen it, you should find your In Progress enrollment change in your Workday inbox. Click it to reopen and follow the steps above to resume your enrollment.

Benefit Change - start/Change Retirement Plans \* use current date  
Deductions: on 03/05/2024  
1 day(s) ago - Effective 03/05/2024