

Commuter changes can be made any time throughout the year in Workday at

myworkday.com/wday/authgwy/maritz/login.html.

1. From the Home page, click the **Benefits and Pay** application. If it is not showing in **Your Top Apps**, click **View All Apps**.
2. Click **Change Benefits** under Tasks and Reports.
3. Click the **drop-down menu** next to Change Reason and select **Commuter Enroll/Change/Cancel**.
4. Enter the **first day** of the current month.
5. Click **Submit**, then click **Open**.

You have submitted

Up Next:  Change Benefit Elections | Due Date
01/05/2024

[View Details](#)

Open

(If you are unable to complete the task immediately, you can access it any time in your Workday inbox.)

6. Click **Let's Get Started**.

Change Benefit Elections

Created: 01/03/2024 | Due: 01/05/2024 | Effective: 02/01/2024

Initiated On 01/03/2024

Submit Elections By 03/02/2024

Let's Get Started

7. Click **Enroll** or **Manage** on the Commuter benefit tiles.



- You will see either **Enroll** or **Manage**, depending on whether you are already enrolled in Commuter/Transit and Commuter/Parking benefits.

8. If you are already enrolled and want to change your contribution, click **Confirm and Continue**. If you are newly enrolling, click **Select** and then **Confirm and Continue**.
9. **Enter the amount** you want per paycheck.
 - To stay enrolled in the benefit and stop contributing, enter \$0 in the per paycheck field. **See page 2** for important information.
10. Click **Save**.
11. Click **Review and Sign**.
 - If you need to make any changes, click Cancel to return to the main benefits tile menu.
12. When finished, scroll down to click the **electronic signature** box
 - No hand-written signature is required.
13. Click **Submit** and you should see **You've submitted your elections**.
14. Click **Done**.

The deduction change will be reflected on the next available paycheck. Retroactive adjustments will not be made.

Your deduction will be sent to Wex each pay period, and the amount will be added to your card for your use within 24 - 48 business hours.

Once you make an election, the same amount will continue to be deducted from each paycheck until you submit a new Benefit Change in Workday to stop or change deduction amounts.

Important Notes:

- **Don't let large balances accumulate** to prevent losing funds if your employment ends or your commuter needs change. Consider changing monthly deductions as often as needed so you are using funds as you are paying them into your account each paycheck. You must submit claims for reimbursement **within 180 days** of the date the expense was incurred.
- **If your employment ends**, your final commuter paycheck deduction can only be used to reimburse you for commuter expenses that occurred prior to your last day of employment. Therefore, if you anticipate leaving the company, you may want to consider stopping payroll deductions for Commuter prior to your final paycheck.
- **If you stop participating** in the Commuter Benefit or your employment ends, you have **60 days** from the date your commuter benefit or employment ends to submit expenses incurred within the past 180 days while you were enrolled in the benefit. **Expenses incurred after the benefit end-date are not eligible, even if the expense is not yet 180 days old.**