

HSA changes can be made any time 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 **HSA Contribution Change**.
4. Enter today's date.
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 **Manage** on the HSA tile, then **Confirm and Continue**.
8. Enter the amount you want per paycheck **or** the annual amount you want for the year ending December 31st. The amount in the other field will be calculated when you click tab or click outside of the field you updated.

- To stop contributing, enter **\$0** in the **per paycheck** field.
- The contribution maximum includes the amount your employer will contribute during the year.

9. Click **Save**.

10. Click **Review and Sign**.

- If you need to make any changes, click Cancel to return to the main benefits tile menu.

11. When finished, scroll down to click the **electronic signature** box.

- No hand-written signature is required.
- No attachments are required.

12. Click **Submit** and you should see **You've submitted your elections**.

13. To print or save, click "View 2024 Benefits Statement" then **Print** (at the bottom). Click **Download** to generate a PDF which you can print and/or save.

Your HSA contribution change will be effective as soon as administratively possible. We cannot retroactively make changes or refunds for any pay periods already processed.



Maritz will make the following contributions to your HSA account on the first paycheck of each calendar year quarter you are active and enrolled. The amount will show in your account 2-3 business days after the payment.

Individual: \$125 per qtr., up to \$500 per calendar year

Employee + Spouse: \$250 per qtr., up to \$1,000 per calendar year

Employee + Children: \$250 per qtr., up to \$1,000 per calendar year

Family: \$250 per qtr., up to \$1,000 per calendar year

Please note: The IRS does not allow enrollment in an HSA if you are also covered by another medical plan (including Medicare, or a spouse's Healthcare FSA) that is not a high-deductible plan. If this is your situation, you must contact the Benefits Department at (636) 827-4088 to have your HSA waived.