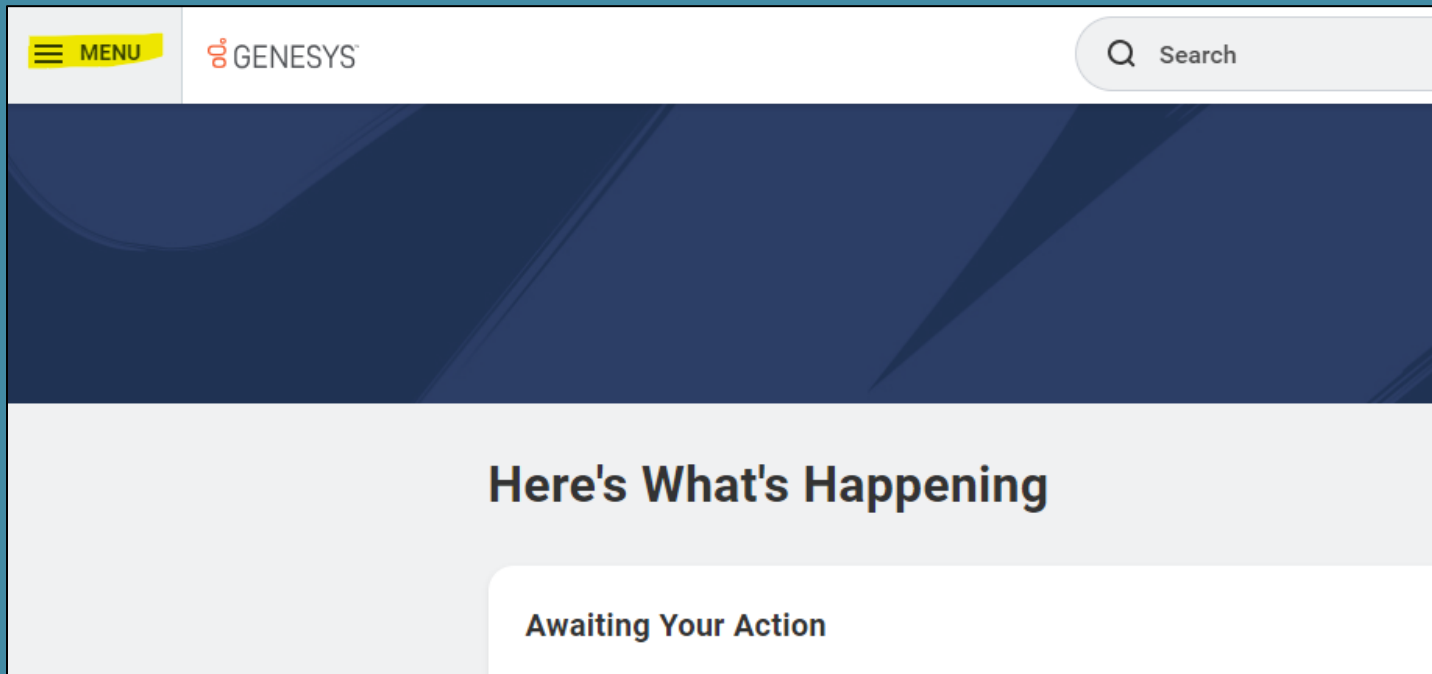


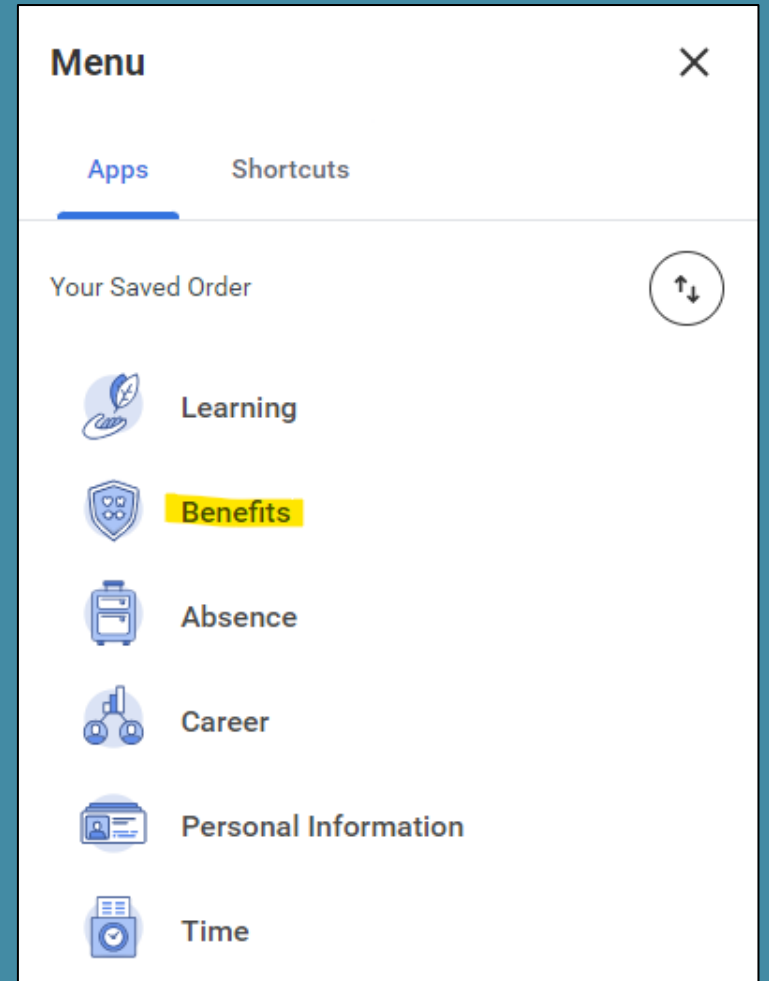
How to Update Your HSA Election

This is a guide for U.S. employees who are already enrolled in a Health Savings Account (HSA)

- To make an update to your HSA election, log in to [Workday](#)
- To access your HealthEquity HSA, log on to your member portal: <https://my.healthequity.com/>
- For more information on Genesys benefits, visit the benefits website: <https://mygenesysbenefits.com/>



Upon logging into Workday, click the Menu in the upper left, and then choose the Benefits app icon.



Change

- Benefits
- Dependents
- Beneficiaries
- Medicare Information

Under the Change section, click “Benefits”.

For the reason, choose “Change HSA Contribution” from the drop-down menu.

Input the date as today’s date, and then click “Submit”.

Change Benefits

Change Reason * Change HSA Contribution

Benefit Event Date * MM/DD/YYYY

Submit Elections By (empty)

enter your comment

Submit Save for Later Cancel

You have submitted

Up Next: | Change Benefit Elections

[View Details](#)

Open

On subsequent pop-ups, click “Open” and then “Let’s Get Started”.

Initiated On 01/18/2024

Submit Elections By 02/17/2024

Let's Get Started

Click “Manage” under the Health Savings Account tile to move to the next screen.

Enrollment Instructions

It is important that you review the [Benefits Portal](#) for details on your plan and benefits options.

Accounts



Health Savings Account - USA

HealthEquity < age 55

Contribution per
paycheck

\$141.67

Manage

Plans Available

Select a plan or Waive to opt out of Health Savings Account - USA.

1 item



Benefit Plan	*Selection	You Contribute (Semimonthly)	Company Contribution (Semimonthly)
HealthEquity < age 55	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$141.67	\$62.50

Confirm and Continue

Cancel

Click "Confirm and Continue".

Contribute

Your estimated contributions made this year 141.59

Per Paycheck

Annual

Remaining Paychecks 23

Maximum Annual Amount: \$8,300.00

Summary

Annual Company Contribution \$1,500.00

Total Annual HSA Contribution \$4,900.00

Save

Cancel

On the contribution screen, input either a per paycheck amount, or an annual amount. The calculation will automatically be done for you.

Make sure your total election, including Genesys' contribution, does not exceed your annual maximum. You will receive an error if it does.

Click "Save" at bottom of screen when done.

Review and Sign

Save for Later

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Health Savings Account - USA HealthEquity < age 55	01/18/2024	01/18/2024	\$6,800.00 Annual

Waived Benefits 0 items

No items available.

Total Benefits Cost 1 item

Company Contribution	Employee Cost
\$62.50	\$289.50

Attachments

Submit

Save for Later

Cancel

Click "Review and Sign" to move on to the summary screen.

Clicking "Save for Later" will leave the task in your Workday inbox to be completed at another time.

On Summary page, make sure to review your election for accuracy, and then click "Submit" at bottom of screen to finalize.

Need Help Enrolling in Workday?
Contact HRIS at hris@genesys.com

Questions about benefits?
Contact the Benefits team at benefits.team@genesys.com