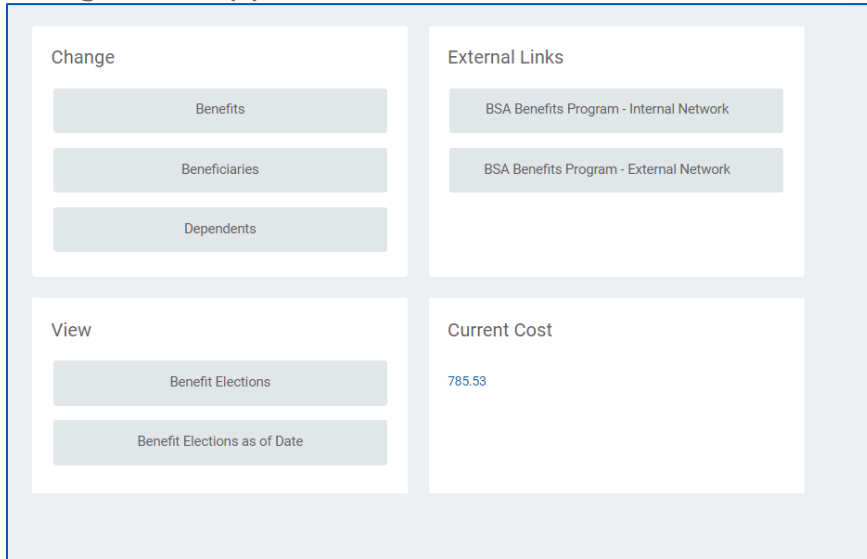


# Updating 401k Contributions

In Workday, you can manage your 401k elections.

In the Benefits App, under **Change**, select **Benefits**. Click **Enroll or Manage** into **401(k)** field.



In the dropdown menu for Change Reason, select **Benefits Allowed to Change Anytime** and enter today's date, in the **Benefit Event Date**.

Press **Submit**.

The screenshot shows the 'Change Benefit Elections' form in the Workday app. It includes the following fields and options:

- Change Reason \***: A dropdown menu with the selected option 'Benefits Allowed to Change Anytime'.
- Benefit Event Date \***: A date picker showing '05/11/2023'.
- Submit Elections By**: '05/09/2024'.
- Benefits Offered**: A list of selected benefits: '401(k)', 'Health Savings Account', 'Parking Reimbursement Account (FSA)', and 'Transit/Commuter Reimbursement Account (FSA)'.
- Attachments**: A section with a 'Drop files here' area, an 'or' separator, and a 'Select files' button.
- Buttons**: 'Submit', 'Save for Later', and 'Cancel' buttons at the bottom.

The **Change Benefit Elections** page will prompt.

# Updating 401k Contributions

Click **Let's Get Started**

### Change Benefit Elections

Click on "Let's Get Started" below.  
Review your current benefit elections and click on "Review and Sign" below.  
*Clicking review and sign does not finalize your benefit changes.*

---

Initiated On 09/27/2023

Submit Elections By 10/01/2023

[Let's Get Started](#)

The following page will appear. Click **Enroll or Manage** in **401(k)** field.

#### Accounts

**Health Savings Account**  
Waived

[Enroll](#)

#### Retirement

**REVIEWED**

**401(k)**  
Waived

[Enroll](#)

#### Additional Benefits

**Transit/Commuter Reimbursement Account (FSA)**  
Waived

[Enroll](#)

**Parking Reimbursement Account (FSA)**  
Waived

[Enroll](#)

[Review and Sign](#) [Save for Later](#)

The 401(k) field will appear. Make your Selections.

### 401(k)

Projected Total Cost Per Paycheck  
\$0.00

#### Plans Available

Select a plan or Waive to opt out of 401(k).

2 items

*Selection	Benefit Plan Details	You Contribute (Monthly)	Company Contribution (Monthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	TIAA	18%	
<input checked="" type="radio"/> Select <input type="radio"/> Waive	TIAA Catchup	22%	

[Confirm and Continue](#) [Cancel](#)

Then click **Confirm and Continue**.

Click Select on both choices if both are available.

# Updating 401k Contributions

### 401(k)

Projected Total Cost Per Paycheck  
\$0.00

#### Plans Available

Select a plan or Waive to opt out of 401(k).

2 items

*Selection	Benefit Plan Details	You Contribute (Monthly)	Company Contribution (Monthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	TIAA	18%	
<input checked="" type="radio"/> Select <input type="radio"/> Waive	TIAA Catchup	22%	

**Confirm and Continue** **Cancel**

The first screen is the regular 401(k) contribution percentage. The second screen will contain the catch-up election, if eligible.

### 401(k) - TIAA (Step 1 of 2)

Projected Total Cost Per Paycheck  
\$0.00

#### Contribute

Enter how much you want to contribute as a percentage.

Contribution Type

Contribution (%)

Maximum Percentage: 75

**Save** **Cancel**

Elect your Catchup Amount or Percentage.

### 401(k) - TIAA Catchup (Step 2 of 2)

Projected Total Cost Per Paycheck  
\$0.00

#### Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type \*

Contribution (%)

Maximum Percentage: 75

**Save** **Cancel**

# Updating 401k Contributions

The View Summary page will appear. Review your changes.

### View Summary

Projected Total Cost Per Paycheck  
\$0.00

- Review the changes to your coverage elections below.
- Attach documentation required to substantiate the changes you are requesting, if applicable.
- Enter your comments (optional)
- If correct, click inside the box next to "I Accept"
- Click OK

*If the changes to your coverage elections are incorrect, click on "Cancel" and start again.  
If you need more time before submitting, click on "Save for Later".*

Selected Benefits 2 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
401(k) TIAA	10/01/2023	10/01/2023	25%
401(k) TIAA Catchup	10/01/2023	10/01/2023	26%

Waived Benefits 3 items

Health Savings Account

Scroll down to the bottom of the page, click on **Accept** and Submit.

Drop files here  
or

### Electronic Signature

**Legal Notice: Please Read**

I hereby authorize the elections indicated above and understand that all before-tax premiums are elected in accordance with Internal Revenue Code. Coverage and premiums will automatically be adjusted accordingly.

I Accept

enter your comment

### Process History