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 Change Benefit Elections page will prompt.
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.

**401(k)**

Projected Total Cost Per Paycheck: $3.00

**Plans Available**

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

<table>
<thead>
<tr>
<th>Selection</th>
<th>Benefit Plan Details</th>
<th>You Contribute (Monthly)</th>
<th>Company Contribution (Monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>TSAA</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>TSAA Catchup</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>

**Confirm and Continue**

Then click **Confirm and Continue**.

Click Select on both choices if both are available.
The first screen is the regular 401(k) contribution percentage. The second screen will contain the catch-up election, if eligible.
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The View Summary page will appear. Review your changes.

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