

HEALTH SAVINGS ACCOUNT ENROLLMENT GUIDE



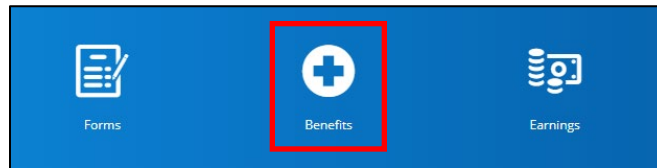
PURPOSE

This document outlines how to enroll in or update HSA contributions through Dayforce.

For assistance at any point during this process, call the HR Helpline at 844-529-7392.

PROCEDURE

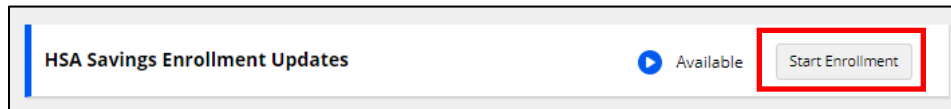
1. Log in to Dayforce.
2. Select “Benefits” from your favorites bar or the hamburger dropdown in the top-left corner of the screen.



3. Select “Overview”.



4. Locate the *HSA Savings Enrollment Updates* bar and select “Start Enrollment”.

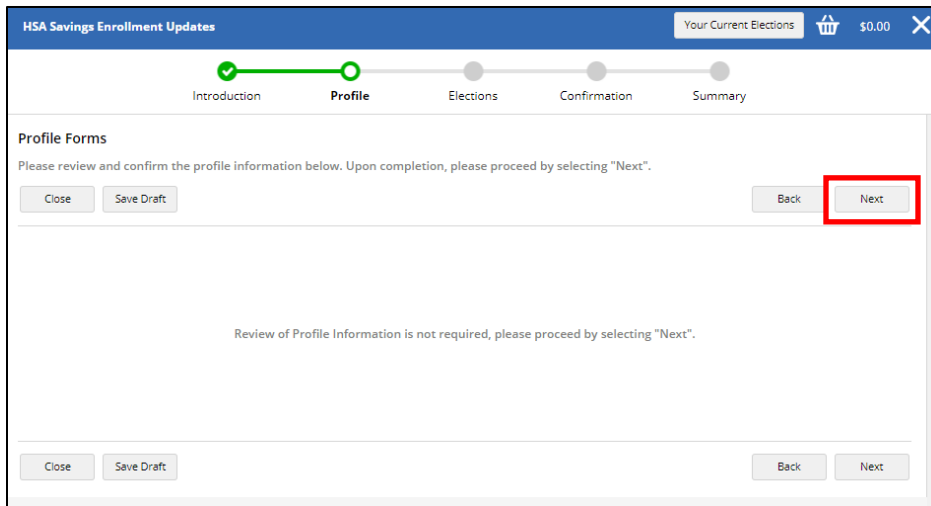


5. Select “Next” to open the *Profile* page.



Note: If you are age 55+, you will see an additional “HSA Catch Up” option with your enrollment. This allows you to contribute an additional \$1,000 to your HSA each year (see steps 9–12 for instructions).

6. Select "Next" to open the *Elections* page.



HSA Savings Enrollment Updates Your Current Elections \$0.00

Introduction **Profile** Elections Confirmation Summary

Profile Forms

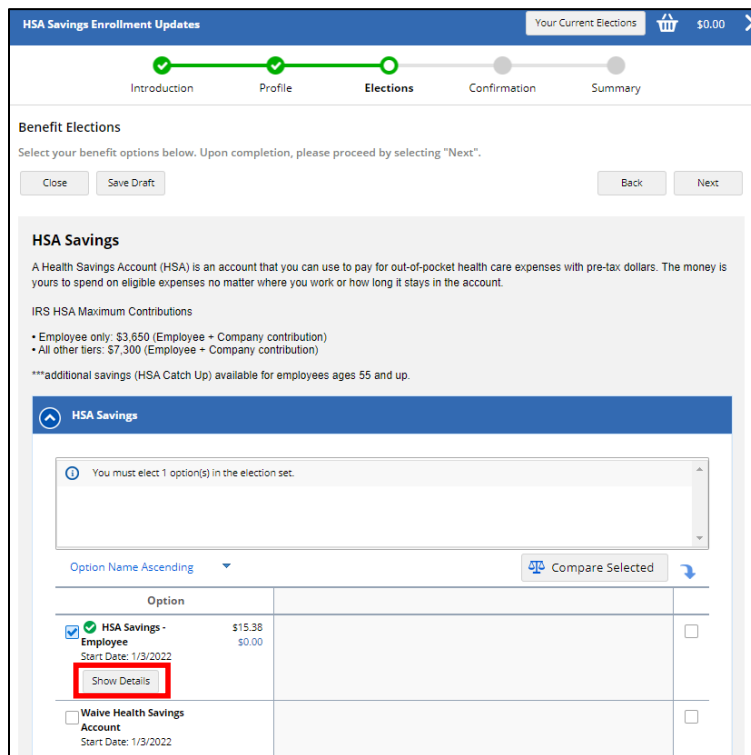
Please review and confirm the profile information below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back **Next**

Review of Profile Information is not required, please proceed by selecting "Next".

Close Save Draft Back Next

7. Select "Show Details" to change your contribution.



HSA Savings Enrollment Updates Your Current Elections \$0.00

Introduction **Profile** **Elections** Confirmation Summary

Benefit Elections

Select your benefit options below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

HSA Savings

A Health Savings Account (HSA) is an account that you can use to pay for out-of-pocket health care expenses with pre-tax dollars. The money is yours to spend on eligible expenses no matter where you work or how long it stays in the account.

IRS HSA Maximum Contributions

- Employee only: \$3,650 (Employee + Company contribution)
- All other tiers: \$7,300 (Employee + Company contribution)

***additional savings (HSA Catch Up) available for employees ages 55 and up.

HSA Savings

You must elect 1 option(s) in the election set.

Option Name Ascending Compare Selected

Option		
<input checked="" type="checkbox"/> HSA Savings - Employee Start Date: 1/3/2022	\$15.38 \$0.00	<input type="checkbox"/>
<input type="checkbox"/> Waive Health Savings Account Start Date: 1/3/2022		<input type="checkbox"/>

Show Details

8. Adjust the slider or manually key in the dollar figure for your annual savings goal.

Option Details

HSA Savings - Employee

Contribution
Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$0.00
Maximum Contribution: \$3,250.00

Annual Contribution: 0

\$0.00 \$3,250.00

- Your actual plan year to date contribution for this option is \$0.00.
- Your per pay amount will be zero unless you elect a contribution amount higher than your plan year to date amount of \$0.00.

Your Current Elections

Reimbursement

HSA Savings - Employee
Effective Start: 7/19/2021
Annual Contribution: \$100.00

HSA Savings - Employee
You: \$50.00
Effective Start: 1/3/2022
Annual Contribution: \$1,200.00
1st & 2nd Pays of Month

Save Cancel

As the slider moves, the per pay period rate should update.

Note: Leaving the slider at “0” would represent zero-dollar contributions moving forward.

Option Details

HSA Savings - Employee

Contribution
Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$0.00
Maximum Contribution: \$3,250.00

Annual Contribution: 2,400

\$0.00 \$3,250.00

- Your actual plan year to date contribution for this option is \$0.00.
- Your per pay amount will be zero unless you elect a contribution amount higher than your plan year to date amount of \$0.00.

Your Current Elections

Reimbursement

HSA Savings - Employee
Effective Start: 7/19/2021
Annual Contribution: \$100.00

HSA Savings - Employee
You: \$50.00
Effective Start: 1/3/2022
Annual Contribution: \$1,200.00
1st & 2nd Pays of Month

Your Cost: \$100.00
Estimated Total Annual Amount: \$2,400.00

Save Cancel

- If eligible, select the drop-down arrow for "HSA Savings Catch Up" to elect additional catch-up contributions. If you are not 55 years of age or older or do not wish to contribute additional money to your HSA plan, skip to step 13.

HSA Catch Up

Employees 55 years of age and older are allowed to contribute an additional \$1,000 per year to the HSA plan. This is a great way to build more pre-tax savings.

IRS HSA Maximum Contributions

- Employee only: \$3,600 + **\$1,000 HSA catch up** = total savings up to \$4,600 (Employee + Company contribution)
- All other tiers: \$7,200 + **\$1,000 HSA catch up** = total savings up to \$8,200 (Employee + Company contribution)

HSA Catch Up

- Select "Show Details".

Option

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HSA Catch Up Start Date: 1/3/2022	\$0.00
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Show Details</div>			
<hr/> <input type="checkbox"/> Waive HSA Catch Up Start Date: 1/3/2022			

- Adjust the slider or manually key in the dollar figure for your annual savings goal.

Note: Leaving the slider at "0" would represent zero-dollar contributions moving forward.

- Select "Save" once you have made your elections.

Option Details

HSA Catch Up

Contribution
 Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$0.00
 Maximum Contribution: \$1,000.00

Annual Contribution

-

1,000

+

\$0.00 \$1,000.00

Your Cost: \$41.67
Estimated Total Annual Amount: \$1,000.00

Your Current Elections

Reimbursement

- HSA Catch Up**

Effective Start: 7/19/2021

>
- HSA Catch Up**

Effective Start: 1/3/2022

Annual Contribution: \$1,000.00

>

You **\$41.67**
1st & 2nd Pays of Month
- HSA Savings - Employee**

Effective Start: 7/19/2021

Annual Contribution: \$2,916.67

>

You **\$125.00**
1st & 2nd Pays of Month
- HSA Savings - Employee**

Effective Start: 1/3/2022

>

Save

Cancel

13. Select "Next".

Option		
<input checked="" type="checkbox"/> HSA Catch Up \$41.67 Start Date: 1/3/2022 \$1,000.00 Annual Contribution <input type="button" value="Show Details"/>		<input type="checkbox"/>
<input type="checkbox"/> Waive HSA Catch Up Start Date: 1/3/2022		<input type="checkbox"/>

14. Review your election and Select "Submit Enrollment".

HSA Savings

HSA Savings

HSA Savings - Employee
 Effective From 1/3/2022
 \$3,200.00 Annual Contribution

Employer Cost: \$15.38
Your Cost: \$133.33
 1st & 2nd Pays of Month

HSA Catch Up

HSA Catch Up
 Effective From 1/3/2022
 \$1,000.00 Annual Contribution

Your Cost: \$41.67
 1st & 2nd Pays of Month

Your Cost: \$175.00
Estimated Total Annual Amount: \$4,200.00

You will see a green banner letting you know your enrollment has been submitted.

HSA Savings Enrollment Updates Your Current Elections \$175.00

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Congratulations! Your enrollment has been submitted.