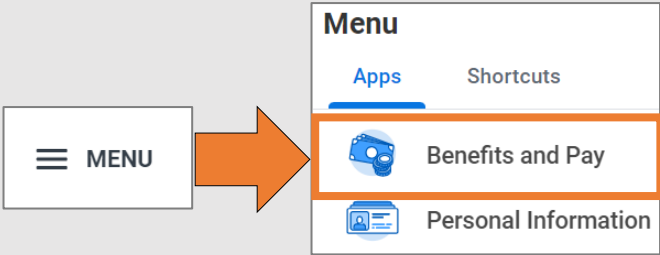



**Introduction:** You can change your voluntary retirement contribution through Workday at any time of the year by following the instructions below.

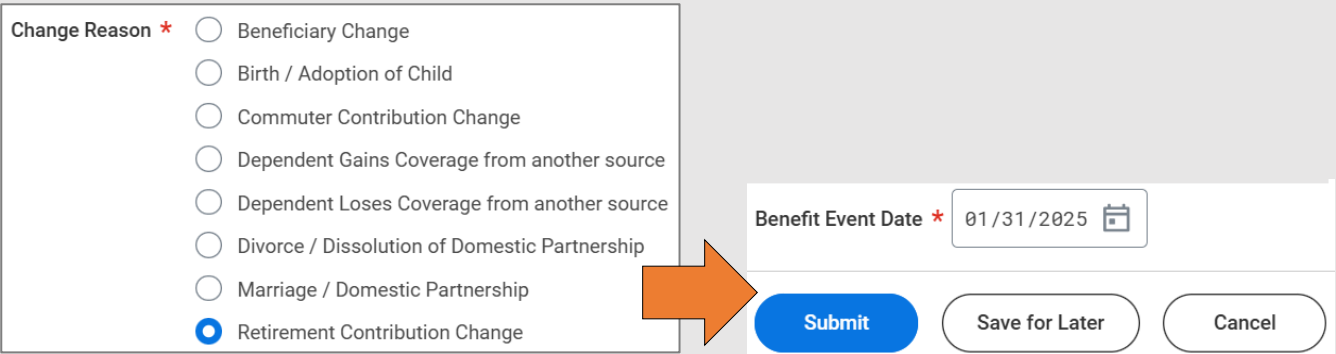
**1.** After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Benefits and Pay**.



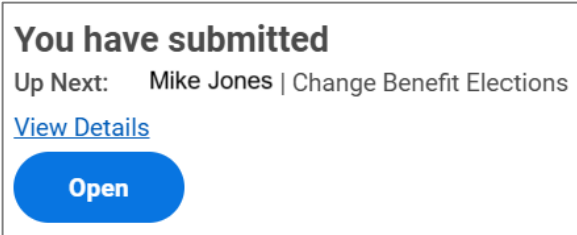
**2.** At the top of the resulting summary page, click **Change Benefits**.



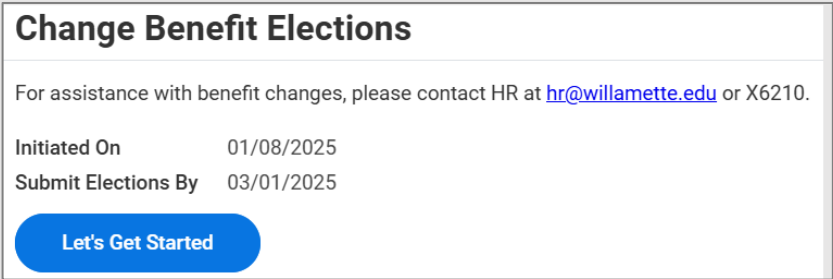
**3.** From the resulting menu, select **Retirement Contribution Change**. Enter the date you wish the change to be effective and click **Continue**.



**4.** A pop-up message will appear prompting you to open the change benefits elections task. Click **Open**.




**5.** Click **Let's Get Started**



## Voluntary Retirement Contribution Change

6. Within the Voluntary 403(b) box, click **Manage**. If you are a new enrollee, click **Enroll**.

### Retirement



**Voluntary 403(b)**  
Fidelity (Pre-Tax)

Contribution per paycheck \$ 100.00

[Manage](#)

7. Select the plan you wish to contribute to. Click the **Confirm and Continue** button to move on.

### Plans Available

Select a plan or Waive to opt out of Voluntary 403(b).

2 items ☰ ☐ ↻

*Selection	Benefit Plan	Contribute (Monthly)	Company Contribution (Monthly)	Plan Details
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Fidelity (Pre-Tax)			Retirement
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Fidelity (Roth)			Retirement

8. Select how you wish to make your contribution, either a flat dollar amount, or a percentage.

### Contribute

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

Contribution Type \* select one

select one

Amount

Percentage

9. Enter the amount or percent you wish to contribute.

Monthly Contribution (\$) 
                         
 Contribution (%)

10. If you haven't already done so, enter beneficiaries by entering a name and percentage for each person.

Click the **Save** button at the bottom of the page.

### Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 2 items ☰ ☐ ↻

	Beneficiary	Percentage
+	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text" value="0"/>
-	<input style="width: 90%;" type="text"/>	<input style="width: 50%;" type="text" value="0"/>

11. On the following screen, click the **Review and Sign** button.

Review and Sign

Save for Later

- 12.
- Finally, review the information you have entered.
  - If it is correct, scroll down the page, read the Electronic Signature agreement, then check the box after **I Accept**.
  - Click **Submit**.
  - All changes go to the benefits manager for approval. If there are any questions the benefits manager will reach out, otherwise your change will be approved and take effect on the effective date entered.

I Accept



Submit

Save for Later

Cancel