

Commuter changes can be made any time throughout the year in Workday at myworkday.com/wday/authgwy/maritz/login.html.

From the Benefits application on the Home page:



1. Click **Benefits** under the Change heading
2. Click the **drop-down menu** next to Change Reason and select **Commuter Enroll/Change/Cancel**
3. Enter the **first day** of the current month
4. Click **Submit > Open**

You have submitted

Up Next: [REDACTED] Change Benefit Elections, Due Date
05/22/2021
[View Details](#)

[Open](#)

(If you are unable to complete the task immediately, you can access it any time in your Workday inbox.)

5. Click **Let's Get Started**
Change Benefit Elections

Initiated On 05/20/2021
Submit Elections By 06/14/2021

[Let's Get Started](#)

6. Click **Enroll or Manage** on the Commuter benefit tile.
 - You will see either **Enroll** or **Manage**, depending on whether or not you are already enrolled in the Commuter benefit.
7. If you are already enrolled and want to change your contribution, click **Confirm and Continue**. If you are newly enrolling, click **Select** and then **Confirm and Continue**
8. **Enter the amount** you want per paycheck
 - To stay enrolled in the benefit and stop contributing, enter \$0 in the per paycheck field.
9. Click **Save**
10. Click **Review and Sign**
11. **Review**
 - If you need to make any changes, click Cancel to return to the main benefits tile menu.
12. When finished, scroll down to click the electronic **signature box**
 - No hand-written signature is required.
13. Click **Submit** and you should see **You've submitted your elections**
14. Click **Done**

The deduction change will be reflected on the next available paycheck. Retroactive adjustments will not be made.

Your deduction will be sent to Discovery each pay period, and the amount will be added to your card for your use within 24 - 48 business hours.

Once you make an election, the same amount will continue to be deducted from each paycheck until you go back into Workday and submit a new Benefit Change to stop or change deduction amounts.



Important Notes:

- Don't let large balances accumulate to prevent losing funds if your employment ends or your transit needs change. Consider changing monthly deductions as often as needed so you are using funds as you are paying them into your account each paycheck. You must submit claims for reimbursement **within 180 days** of the date the expense was incurred.
- If your employment ends, your final commuter paycheck deduction can only be used to reimburse you for commuter expenses that occurred prior to your last day of employment. Therefore, if you anticipate leaving the company, you may want to consider stopping payroll deductions for Commuter prior to your final paycheck.
- If you stop participating in the Commuter Benefit or your employment ends, you have 60 days from the date your commuter benefit or employment ends to submit expenses incurred within the past 180 days while you were enrolled in the benefit. Expenses incurred after the benefit end-date are not eligible, even if the expense is not yet 180 days old.