

HSA changes can be made any time in Workday at myworkday.com/wday/authgwy/maritz/login.html.



1. From the Benefits application on the Home page, click **Benefits** under the Change heading
2. Click the **drop-down menu** next to Change Reason and select **HSA Contribution Change**
3. Enter today's date
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 **Manage** on the HSA tile.

7. Click **Confirm and Continue**
8. Enter the amount you want per paycheck **or** the annual amount you want for the year ending December 31st. The amount in the other field will be calculated when you press enter or tab out.
 - To stop contributing, enter \$0 in the per paycheck field
 - The contribution maximum includes the amount your employer will contribute during the year
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**

Your HSA contribution change will be effective as soon as administratively possible. We cannot retroactively make changes or refunds for any pay periods already processed.



Maritz will make the following contributions to your HSA account on the first paycheck of each calendar year quarter you are active and enrolled. The amount will show in your account 2-3 business days after the payment.

Individual: \$125 per qtr., up to \$500 per calendar year

Employee + Spouse: \$250 per qtr., up to \$1,000 per calendar year

Employee + Children: \$250 per qtr., up to \$1,000 per calendar year

Family: \$250 per qtr., up to \$1,000 per calendar year

2021 IRS Limits*

Individual: \$3,600

Two-Party/Family: \$7,200

If you are, or will be, 55 or older in 2021 you are eligible for an additional \$1,000 limit for catch-up contributions. This has already been included in the maximum amount you can elect.

* Employer + individual contributions are combined for the IRS limits.

Please note: The IRS does not allow enrollment in an HSA if you are also covered by another medical plan (including Medicare, or a spouse's Healthcare FSA) that is not a high-deductible plan. If this is your situation, you must contact the Benefits Department at (636) 827-4088 to have your HSA waived.