

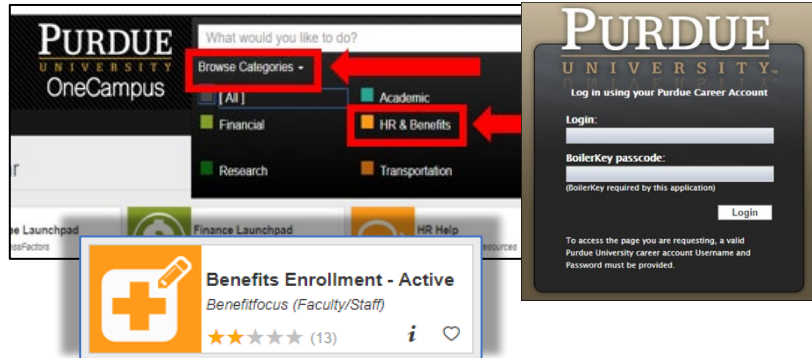
Last Updated: 10/27/2022

This guide outlines how to update or change employee's HSA contributions, as well as how to stop employee only contributions and how to stop all employer and employee HSA contributions.

#### Access Benefitfocus via OneCampus

1. Visit **OneCampus**
2. Search **Browse Categories**
3. Select **HR & Benefits**
4. Click **Benefits Enrollment – Active Benefitfocus (Faculty/Staff)**
5. Log in using **Purdue Career Account ID** and **BoilerKey**.

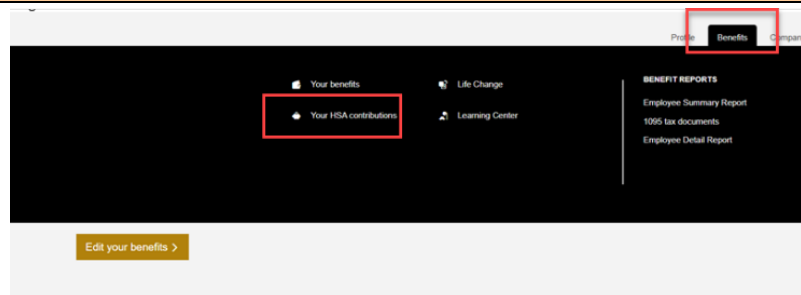
<https://one.purdue.edu/>



For assistance using or setting up BoilerKey, please contact ITaP at [itap@purdue.edu](mailto:itap@purdue.edu) or 765-494-4000.

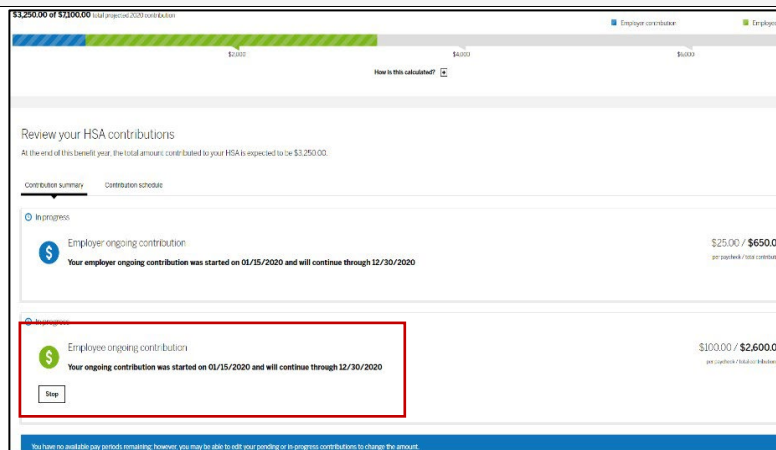
#### Update Contributions

- Click **Benefits** from the top-right menu
- Select **Your HSA Contributions**



First, stop your current HSA election:

- Select **Stop** under the *Employee ongoing contribution* currently in progress

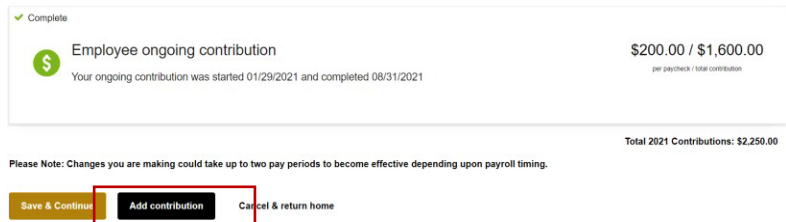


- Next you will be asked to verify “Are you sure you want to Stop this Contribution?”
- Select **Yes, stop contribution**

Note: You cannot edit/change your current contribution.



Select **Add Contribution** to update to a different amount going forward



Choose how you will **contribute**

Please note:

- This screen tells you how many pay periods are left to contribute for the remainder of the year.
  - Since this is a monthly paid employee example and doing an update in September, Benefitfocus shows only 4 pay period contributions left in the calendar year and flexibility to maximize or custom election amount.
- Please remember any updates made to your employee HSA contribution can take anywhere from 1 to 2 pay periods to update in SuccessFactors Payroll.



#### Maximize Contribution:

This allows you to maximize your contribution for the remaining of the year and Benefitfocus will calculate your per pay HSA contribution based on your contribution eligibility.

Tip: Because changes can take 1 to 2 pay periods to update SuccessFactors Payroll, be sure to monitor your contribution amounts on your pay statement to ensure you do not contribute more than the IRS limit.

Benefitfocus does not take into consideration any Healthy Boiler contributions earned.

#### Custom Amount:

Custom amount allows you to enter your contribution amount you want to contribute for the remaining pay periods.

Once selection is complete, click **Continue**, then click **Save & Continue**



Review your changes and if correct you will need to click the SAVE & Continue button to update successfully

Select a way to contribute to your HSA

- Enter the new per paycheck contribution amount
- Click **Continue**

**Review Your HSA Contributions** screen appears and shows the following:

- Employer ongoing contribution with an **In Progress** status
- Employee ongoing contribution
  - The contribution showing **Complete** is the contribution that was stopped

The contribution showing **Pending** is the new contribution waiting for HR approval

Note: Your prior contribution will still display showing complete. You can verify that the contribution was canceled by checking the completed date.

If correct, click **Save & Continue**

- Screen returns to **Manage Your Benefits**

All changes will show **PENDING** until HR has approved; approval of changes is usually within 48 hours.

#### To Stop Employee Only Contributions

From *How would you like to contribute to your HSA?* select **Employer Only**

- Click **Continue**
- Click **STOP** under Employee Contribution
- Confirm that you want you stop your contribution.

1. How would you like to contribute to your HSA?

Maximize contribution  
You will have 4 contributions of \$1,237.50 to total \$4,950.00 for the year.

Custom amount  
Contribute a custom amount to be deducted from every paycheck within a defined date range.

Employer only  
I don't want to contribute right now (you will still receive your employer's contribution).

**Continue** Previous Cancel & return home

Review your HSA contributions

At the end of this benefit year, the total amount contributed to your HSA is expected to be \$3,250.00.

Contribution summary Contribution schedule

Progress

Employee ongoing contribution \$25.00 / \$650.00  
Your employer ongoing contribution was started on 01/15/2020 and will continue through 12/30/2020

Progress

Employee ongoing contribution \$100.00 / \$2,600.00  
Your ongoing contribution was started on 01/15/2020 and will continue through 12/30/2020

**Stop**

Are you sure you want to stop this contribution?

Stopping your ongoing contribution will cancel any future contributions for this amount. Please confirm that you want to stop this contribution.

**Yes, stop contribution** Summary

Remember changes to your employee HSA contribution can take anywhere from 1 to 2 pay periods to update in SuccessFactors Payroll.

Review Your HSA Contributions and click **Save & Continue**

Complete

Employee ongoing contribution \$566.67 / \$1,133.34  
Your ongoing contribution was started 06/30/2020 and completed 07/31/2020

Total 2020 Contributions: \$4,615.69

**Save & Continue** Add contribution Cancel & return home

#### To Stop ALL Employer and Employee HSA Contributions

Click **HSA Tile** at bottom of the **Manage Your Benefits** page for updates to your Health Savings Account

Your benefits at a glance

Medical  
Purdue Health Plan Plus HSA 1...  
\$157.00/month

Pharmacy for Staff  
Plans 2020  
\$0.00/month

Health Savings Account  
Health Savings Account 2020  
\$6,800.04/benefit year

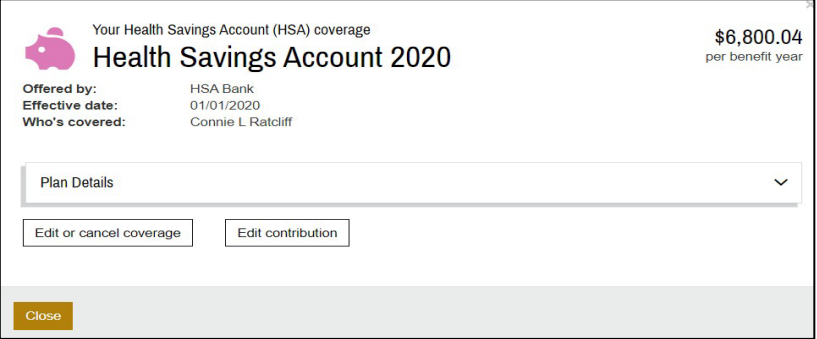
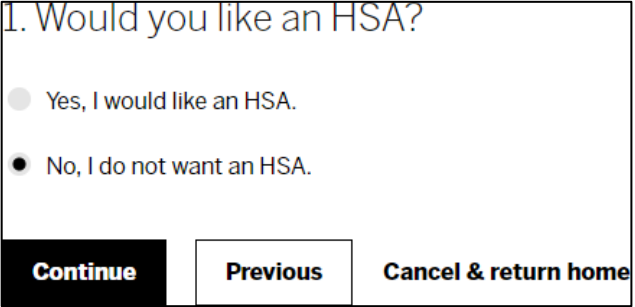
Vision  
Vision Plan 2020  
\$0.00/month

Dental  
Dental PPO Preventive Only...  
\$0.00/month

Term Life  
Basic Employee Term Life 2020  
\$0.00/month

Aflac  
Basic Employee AD&D Insurance...  
\$0.00/month

Show all benefits

<p>From the pop-up screen, click on <b>Edit or Cancel Coverage</b></p>	
<p>Select <b>No, I do not want the HSA</b></p> <p>Click <b>Continue</b>.</p>	
<p>Review your HSA election to be sure it says <b>Cancelled as of XX/XX/XXXX</b></p> <p>Click <b>Save</b> at the bottom of the screen</p>	