# Updating HSA Contributions in BenefitFocus

**Last Updated:** 7/24/2020

This guide outlines:
- Updating HSA Contributions in BenefitFocus
- How to update or change employee’s HSA contributions
- How to stop employee only contributions
- How to stop ALL employer and employee’s HSA contributions

<table>
<thead>
<tr>
<th>Updating HSA Contributions in BenefitFocus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Go to</strong> <a href="http://one.purdue.edu">one.purdue.edu</a></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>• Select “Benefit Enrollment (Active) – BenefitFocus (Faculty/Staff)” Button</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>*Tip: To narrow your options, type “BenefitFocus” in the search box at the top of the page</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Log in using your Purdue User Name and BoilerKey</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Once logged in, you will see a personalized welcome page. From this page, you can access benefit plan information, forms and your personal enrollment details.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Click on the “To Enroll, Make a Change, and View Your Benefits CLICK HERE!” button located at the top right of your screen</strong></td>
</tr>
</tbody>
</table>
To Update or Change the Employee’s Ongoing Contribution

From the “Manage Your Benefits” page, under “MANAGE ACCOUNT” on the left side of the page, select “View HSA Contribution”.

First you need to 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.

Next select “Add Contribution” to update to a different amount going forward.
Choose how you would like to contribute to your HSA

1. Maximize contribution

   This will allow you to maximize your contribution for the remaining of the year and BenefitFocus will calculated your per pay HSA contribution based on your contribution eligibility.

   Tip: Because changes can take 1 to 2 pay periods to update in 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 also does not take into consideration any Healthy Boiler Contributions earned.

   Review your changes and if correct you will need to click the SAVE & Continue button to update successfully.
2. Enter CUSTOM AMOUNT

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

Next Select a way to contribute to your HSA
- Enter the new paycheck contribution amount
- Hit 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 then hit **Save & Continue**

You will then be taken back to the **Manage Your Benefits** Screen

All changes will show PENDING until HR has approved, approval of your change is usually within 24 hours or your update.

**To Stop Employee Only Contributions**

Click on the STOP button under Employee Contribution

Confirm that you want you stop your contribution.

Since example her is done in mid-July for this update on an employee paid monthly, the update shows you will still have a contribution for July but nothing after 7/31.

*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**

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

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

Then the following screen will pop up and click on **Edit or Cancel Coverage**

Be sure to click on the **No, I do not want the HSA**

Click **Continue**.

Review your HSA election to be sure it says **Cancelled as of XX/XX/YYYY**

Be sure to **Save** at the bottom of the screen