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

Go to one.purdue.edu

- Select “Benefit Enrollment (Active) – BenefitFocus (Faculty/Staff)” Button

*Tip: To narrow your options, type “BenefitFocus” in the search box at the top of the page

Log in using your Purdue User Name and BoilerKey

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”.

Manage Your Benefits

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<td>Manage Benefits</td>
<td>1. A head-to-head comparison of your benefit plan options is always available.</td>
<td>2. To change your plan options, please visit the website.</td>
<td>3. To change your plan options, please visit the website.</td>
<td>4. To change your plan options, please visit the website.</td>
</tr>
<tr>
<td>1. Health insurance is a complex benefit that includes both health and catastrophic coverage.</td>
<td>2. You can change your plan options in the following Health Savings Account (HSA) contributions.</td>
<td>3. You can change your plan options in the following Health Savings Account (HSA) contributions.</td>
<td>4. You can change your plan options in the following Health Savings Account (HSA) contributions.</td>
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</table>
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.

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.
2. 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 compete. 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 48 hours or your update.

**To Stop Employee Only Contributions**

Answer “How would you like to contribute?”

Select Employer Only – I don’t want to contribute right now (you will receive your employer’s contribution).

Click **Continue**

Click on the STOP button under Employee Contribution

Confirm that you want you stop your contribution.

*Remember changes to your employee HSA contribution can take anywhere from 1 to 2 pay periods to update in Successfactors Payroll.*
**Reference Guide**

**Updating HSA Contributions in BenefitFocus**

**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/XXXX**

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