How-to: Change HSA

Log in to Oracle here: Oracle login

On the 'Me' screen, select the "Benefits" tile.

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	Good morning,						
	Me My Client Groups E	lenefits Administration	Procurement N	/ly Enterprise Too	ols Financial Rep	orting Others	>
	QUICK ACTIONS	APPS					
	Personal Details	Ø		0	tă.		
	Document Records	Journeys	Pay	Time and Absences	Career and Performance	Personal	
	Additional Person Info						
	Contact Info		—		C	Ľ Ő	
	Family and Emergency Contacts	Benefits	Career Opportunities	Roles and Delegations	Expenses	Hiring	
	My Organization Chart						
	My Public Info	+					
	1 Change Photo						

Then select "Report a Life Event."

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< Benefits		
	Review your benefits package and relevant info before you enroll. Make Changes	
Pending Actions Address your open items to complete enrollment	Your Benefits Report a Life Event See your current, past, and future enrollments Record a life event for enrollment	Add Family & Dependents Add family and others before you erroll
Retirement Develop a plan, pursue your dreams, and prosper in retirement	Document Records Upload documents to support your enrollments	Need Help? Contact Us Contact your representative for help

From the drop-down menu under "Select a Life Event," choose "Change HSA."

In response to the question, "When did this event occur?" enter **today's date**. Then click the "Continue" button at the top-right-hand corner of your screen.

A pop-up, "Confirmation," will appear. Click the "OK" button. Then click the "Continue" button at the top-right-hand corner of your screen.

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Report a Life	Event		Continue Cancel
	Information Select a life event to see if it provides you	opportunities to elect new benefits or change existing ones.	Ŭ
	Select a Life Event Add /Change Dependents Change Beneficiary Change Beneficiary Change Beneficiary Change ISA 'When dd this vent occur? ' 177/2024 Child Birth/Adoption Dependent Newly Elipible Divorce Employee Loss of Other Coverage Employee Loss of Other Coverage Employee Loss of Defendent Amirage Space Qeen Errollment	Confirmation The Charge HSA life event was created for 1/17/2024.	

You will automatically be brought to the "Add Family & Dependents" screen. Simply click the "Continue" button on the top-right-hand corner of your screen.

Note: Although this information is not necessary for changing your HSA, if you wish, at this time you can review and revise the information on this screen. You can add family and dependents under "People to Cover" and trusts or other beneficiary organizations under "Beneficiary Organizations."

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Add Family & Depende	nts	Continue <u>C</u> ancel
	Information To cover family and others in benefits, add them now before you enroll.	
	People to Cover + Add	
	Beneficiary Organizations	
	There's nothing here so far.	

The next screen, "Authorization," will ask you to authorize the election that you are about to make. Please read the authorization, and then click the "Accept" button.

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Start Enrollment				Cancel
	Authorization			
	Tain execution of declining the options indicated, and i alumonize the stary reductions and executions nown above. I understand that all benefits elected of declined on this form will be in effect until the next election date of 1/1/2025, with few exceptions.			

You will be automatically directed to a new screen, the "St. Olaf College Benefits Program," where you can change the amount of your HSA contribution amount using the "Pencil" icon.

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St. Olaf College Benefit	s Program	Sub <u>m</u> it <u>Cancel</u>
	Currency in USD Your Total Cost 10.00 Per Pay Period	
	Health Savings Account Health Savings HSA Plan Contribution Employee only Employee only	

Beneath the "Coverage" field, you can find the annual amount limit for your specific HSA coverage. You may enter any amount so long as the amount does not exceed this value. Where it says "Employee Rate," that expresses how much you'll contribute per pay period. To continue, click on the "OK" button on the right-hand side of your screen. Then, click on the "Continue" button on the top-right-hand corner of your screen.

For Mid-Year Election Changes: When updating your HSA amount mid-year, remember to include all contributions made since the beginning of the year. Your new annual sum should reflect both your year-to-date contributions and the updated amount for the remaining months. If you are updating an existing amount mid-year, please know that the employee rate will not be updated correctly until you have submitted your elections and have been redirected to a confirmation screen.

Note: only employees participating in the HDHP can select HSA coverage. If you need more information about the college's HSA, click on "See More Info."

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Health Savings Account		
	Currency in USD Vour Total Cost 20.00 Per Pay Fendo	
	Only employees participating in the High Deductible Health Plan 010HP) may participate in the Health Savings Account 0153, offered through further. Employees have the option to contribute pre-tax dollars to pay for qualified medical appenses for themselves and their dependents which are not paid for through other insurance plans (i.e., dental care, eveglasses and contract, prescription co-pays, deductibles, etc.). St. Oul will also make employer contributions to certified employee HSA accounts. EXEMUDIOE: Newson, many memory to bucket al contributions make inside the length of the year. Your area annual num should reflex both your year to d-date contractions and the updated amount for the remaining months. The updated employee rate will be visible only after you submit your changes and are redirected to a confirmation page.	
	Health Savings HSA Pan Contribution Employee only See More IRIN Lead The Save Sin to the part added with pain ingent ryon. HSA Plan Contribution Employee only Employee only Employee only Annual Annual Employee Rate S0.00	

Then click on the "Submit" button.

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St. Olaf College Benefits Program			Sub <u>m</u> it	Çancel
	Currency in USD Your Total Cost	20.00 Per Pay Period		
	Health Savings Account Health Savings	Edit		
	HSA Plan Contribution Employee only Employee only	20.00		

You will then receive a "Confirmation" that you have successfully changed the amount of your HSA contribution. If you are updating an existing HSA contribution amount, this screen will have accurately updated the employee rate per pay period.

Note: Changes to benefits become effective on the first of the month concurrent with, or following, the date of change.

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Confirmation St. Olaf College Benefits Program		
	Confirmation Your benefit elections were saved. You an make marges until 11:59 PM CST, 1/17/2024.	
	Currency In USD Your Total Cost Each Pay Period	
	Health Savings Account HSA End exclusion Employee only Converse All Data	
	In Crosses and Cro	
	Authorization	