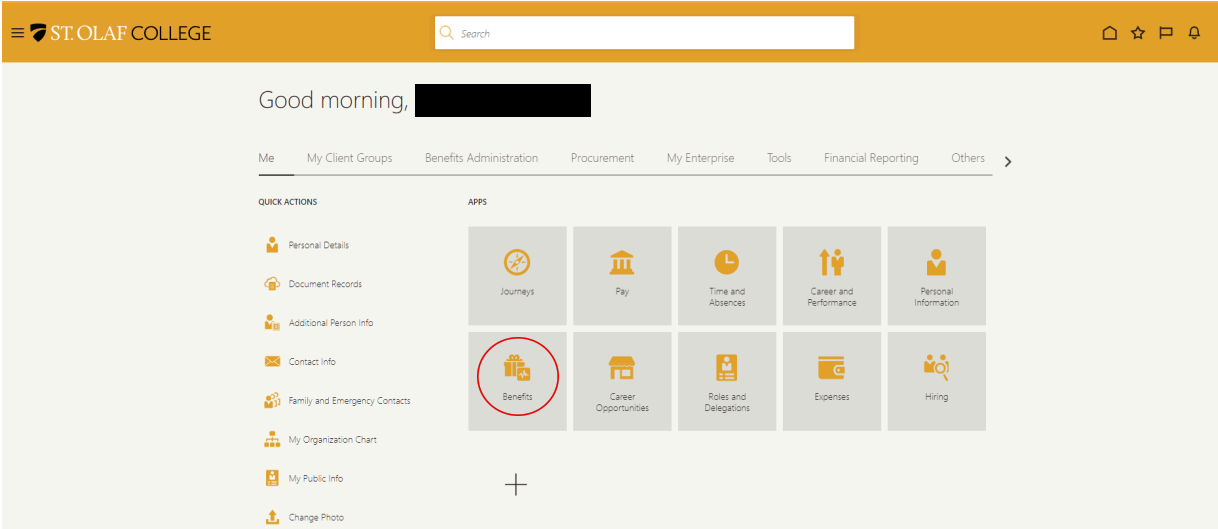


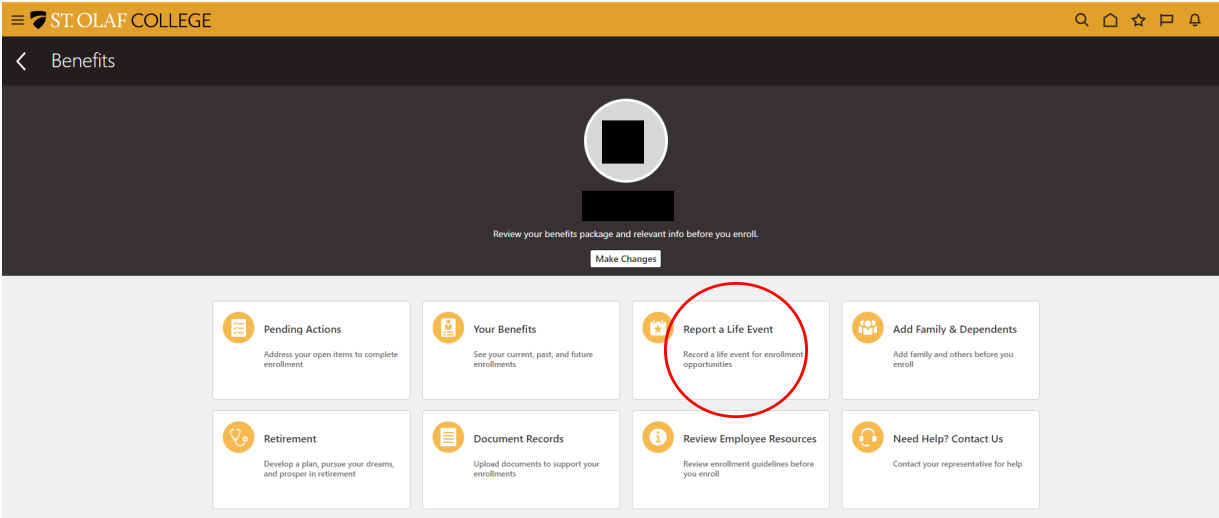
How-to: Change HSA

Log in to Oracle here: [Oracle login](#)

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



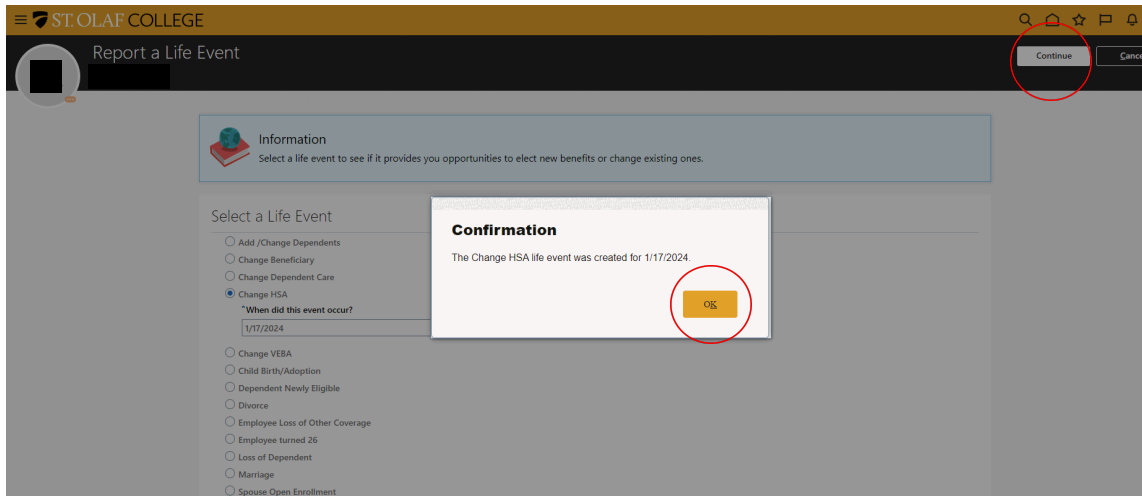
Then select "Report a Life Event."



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

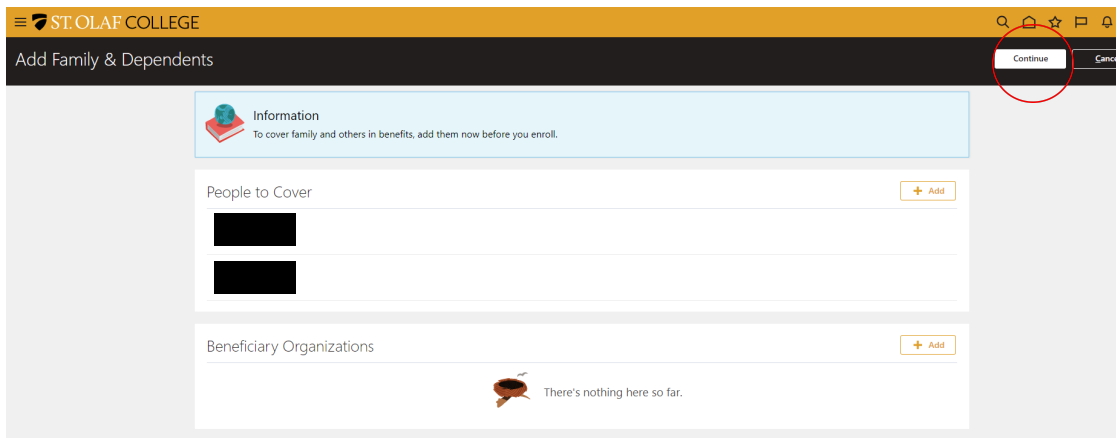
In response to the question, “When did this event occur?” enter **today’s date**. Then click the “Continue” button at the top-right-hand corner of your screen.

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

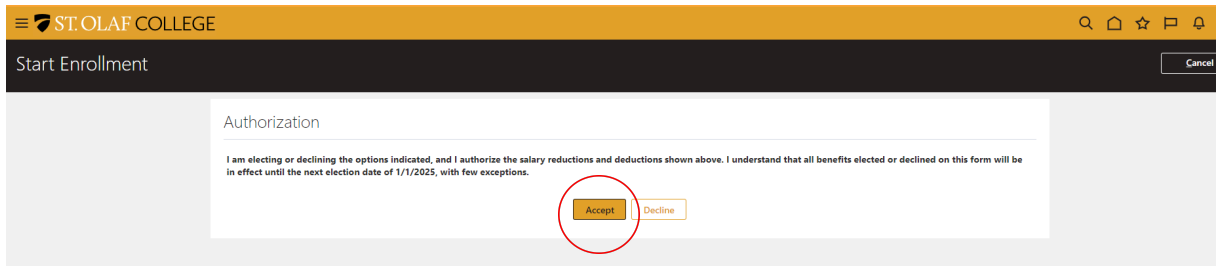


You will automatically be brought to the “Add Family & Dependents” screen. Simply click the “Continue” button on the top-right-hand corner of your screen.

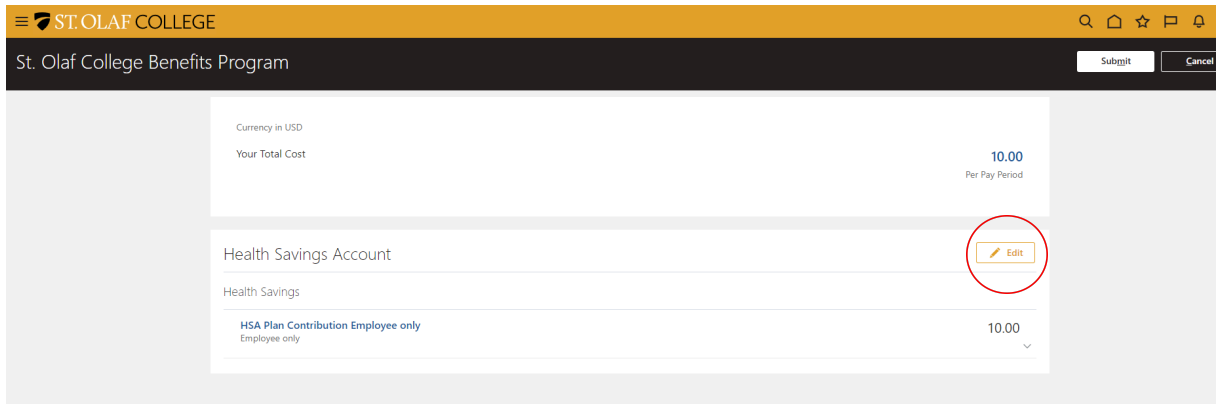
Note: Although this information is not necessary for changing your HSA, if you wish, at this time you can review and revise the information on this screen. You can add family and dependents under “People to Cover” and trusts or other beneficiary organizations under “Beneficiary Organizations.”



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.



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.



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.”

The screenshot displays the St. Olaf College Health Savings Account (HSA) configuration interface. At the top, the page title is "Health Savings Account". The main content area is titled "Health Savings" and includes the following information:

- Currency in USD:** 20.00 Per Pay Period
- Your Total Cost:** 20.00 Per Pay Period
- REMINDER:** When updating your HSA amount, 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. The updated employee rate will be visible only after you submit your changes and are redirected to a confirmation page.
- Health Savings Section:**
 - HSA Plan Contribution Employee only** (with a "See More Info" link)
 - HSA Plan Contribution Employee only** (with an "OK" button circled in red)
 - Employee Rate:** 20.00
 - Coverage:** A slider set to 400 (circled in red), with a range from 0 to 2950 and increments of 0.01.
 - Annual Amount:** 400.00
 - Employer Rate:** 50.00

Then click on the “Submit” button.

The screenshot shows the St. Olaf College Benefits Program interface. At the top, there is a navigation bar with the St. Olaf College logo and the text "St. Olaf College Benefits Program". Below the navigation bar, there is a "Submit" button circled in red. The main content area displays the following information:

Currency in USD	
Your Total Cost	20.00
	Per Pay Period

Health Savings Account Edit

Health Savings	
HSA Plan Contribution Employee only	20.00
Employee only	

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.

The screenshot shows the Confirmation screen of the St. Olaf College Benefits Program. At the top, there is a navigation bar with the St. Olaf College logo and the text "Confirmation St. Olaf College Benefits Program". Below the navigation bar, there is a "Print" button. The main content area displays the following information:

Confirmation
Your benefit elections were saved.
You can make changes until 11:59 PM CST, 1/17/2024.

Currency in USD	
Your Total Cost Each Pay Period	20.00

Health Savings Account

HSA Plan Contribution Employee only	20.00
Employee only	
Coverage Start Date	1/1/2024
Coverage End Date	12/31/2024
Annual Amount	480.00
Annual Rate	50.00
Who's covered?	You

Authorization

I am electing or declining the options indicated, and I authorize the salary reductions and deductions shown above. I understand that all benefits elected or declined on this form will be