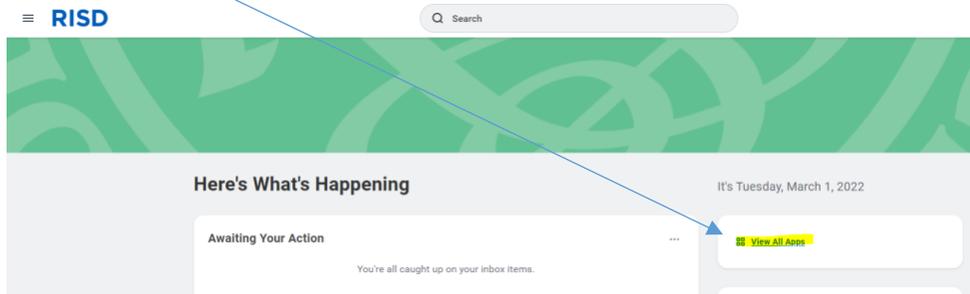
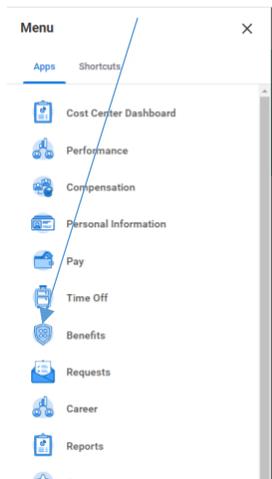


Employee Instructions for Updating 403(b) Elections

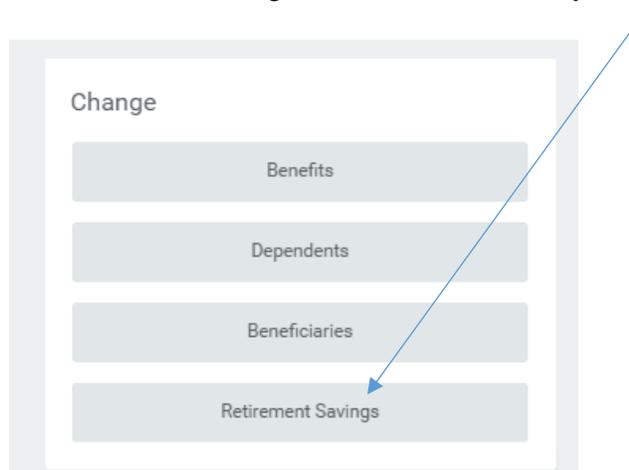
1. Log into Workday
2. Click view all apps



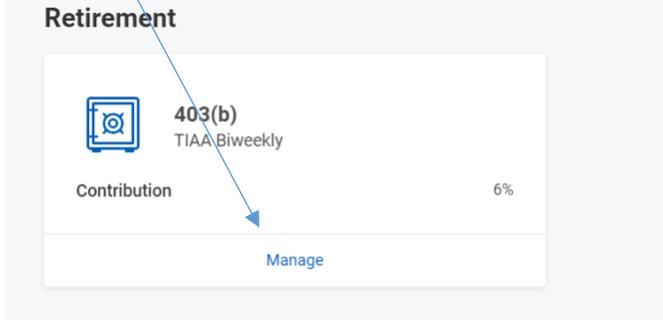
3. Click on the benefits worklet



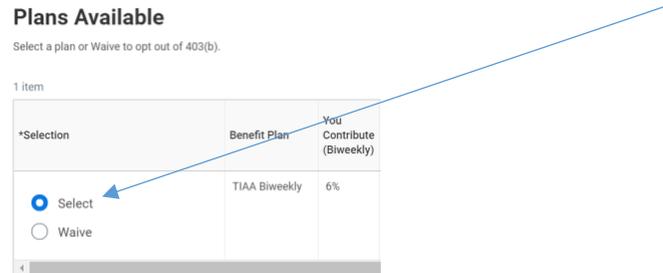
4. On the next screen under change click on the box that says retirement savings



5. On the next screen click add or edit (add will be there if you do not currently contribute money, edit will be there if you currently are contributing money)
6. On the next screen it will ask for a date: enter today's date
7. Click Continue
8. Click Continue again
9. Click Manage (or enroll if you are not currently contributing)



10. If changing amount- leave the radio dial clicked next to select and click confirm and continue (if newly selecting check the radio dial next to select and then confirm and continue)



11. From the drop down for contribution type select either percentage or amount

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type * Percentage

Contribution (%)

Maximum Percentage: 1

Percentage

12. Enter the new percent or flat dollar amount you want your election to change to (elections are per pay period)
13. Click Save
14. Click Review
15. Review election and start date of deduction and electronically sign