

Dayforce: HSA Periodic Enrollment

HSA Periodic Enrollment

To change your current HSA deduction, login to Dayforce as an Employee. Select **Benefits** from the main menu.

- ×
- Home
- Earnings
- Work
- Profile

Benefits

On the Benefits Overview tab, click the **Start Enrollment** button for the HSA Periodic Enrollment Process.

The screenshot shows the 'Benefits Overview' page with a list of enrollment options. The 'HSA Periodic Enrollment' option is selected, and the 'Start Enrollment' button is highlighted with a red box. Below the list, there are sections for 'Enrolling in Benefits', 'Viewing your Elections', and 'Generating an Enrollment due to a Life Event?'. A red 'STOP' sign icon is visible at the bottom left.

Next, review the Introduction screen for current year limits and instructions on how to process your HSA change. Once you have finished reviewing the information, click **Next**. The following screen is the profiles screen. This is not needed for a HSA change and therefore can be skipped. Click **Next**.

The screenshot shows the 'Profile Forms' screen with a progress bar indicating the current step is 'Profile'. The 'Next' button is highlighted with a red box.

The elections screen is where you will change your HSA deduction or waive it. **IMPORTANT: The amount you select is the full amount for the remainder of the year and will be divided equally among all remaining pay periods.**

If you wish to add or change your current amount, select the checkbox next to the HSA option then complete the contribution pop-up form.

If you wish to stop your current contribution amount, select the checkbox that indicates you wish to Waive Health Savings Account.

Once you have made your selection, click **Next**. Review your selection on the Confirmation page for accuracy and then click **Submit Enrollment**.

The screenshot shows the 'Confirmation' screen with a progress bar indicating the current step is 'Confirmation'. The 'Submit Enrollment' button is highlighted with a red box. The screen displays the HSA details, including the 'Waive Health Savings Account' option with a 'Your Cost: \$0.00' and the 'Estimated Total Annual Amount: \$0.00'.