FORT HAYS STATE UNIVERSITY FOUNDATION

HOW TO ADD/CHANGE PAYROLL DEDUCTION
1. Go to https://www.myworkday.com/fhsu and sign in to Workday using your TigerNetID username and password.

2. Next, click on the Benefits worklet.


4. On the Change Benefits screen,
   A. Select the Benefit Event Type you wish to change.
   B. Enter the Benefit Event Date.
   C. Do not attach documentation at this point. Documentation will be uploaded later in this process.
   D. Click Submit.

5. Under Change Benefit Elections, click Open.
6. Once you have opened the Change Benefit Election for Foundation page, select Elect on one option: either Foundation > FHSU Biweekly or Foundation > Lump Sum > FHSU. Select Waive on the other.

   *Note: On this specific benefit, you have the option of electing both benefit plan types (Biweekly and Lump Sum).

7. Enter Dollar amount and then click Continue.

8. Review the changes made to the Elected Coverages, Electronically Sign and then click Submit.

9. Select Print to print a copy of the form, then click Done.

10. You will then receive a task in your WorkDay Inbox to Review Documents.
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11. Click on your **Inbox Icon**. Click on the task to open it. Review the documents and then click **Submit**.

12. You will receive a **Process Successfully Completed** message. Click **Done**.

13. When finished, please contact Teresa Hammerschmidt at her email “tmhammerschmidt@fhsu.edu” with these three things:

   1. Amount per pay period.
   2. Timeframe (ongoing or a limited period and what the period would be), including when the deduction will begin.
   3. Designation of the donation.

HOW TO VIEW YOUR BENEFITS:

1. **Go to** https://www.myworkday.com/fhsu and **sign in** to Workday using your TigerNetID username and password.

2. From **Workday home page**, click on the **Benefits** worklet.

3. Under **View**, select **Benefit Elections**.

4. You can also see the **Bi-weekly** cost of your current benefits.