

FORT HAYS STATE UNIVERSITY FOUNDATION
HOW TO ADD/CHANGE PAYROLL DEDUCTION



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.



3. Under *Change*, select **Benefits**.



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**.

Benefit Event Type *

- Change: Foundation
- Change: Wellness Center
- Mandatory Retirement Savings Change
- Voluntary Retirement Savings Change

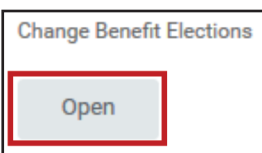
Benefit Event Date *

MM / DD / YYYY

Submit Elections By (empty)

Enrollment Offering Types (empty)

5. Under *Change Benefit Elections*, click **Open**.



HOW TO ADD/CHANGE PAYROLL DEDUCTION

- 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).

Additional Benefits Elections 2 Items	
Benefit Plan	*Elect / Waive
Foundation - FHSU Biweekly	<input type="radio"/> Elect <input checked="" type="radio"/> Waive
Foundation - Lump Sum - FHSU	<input type="radio"/> Elect <input checked="" type="radio"/> Waive

- 7.** Enter Dollar amount and then click **Continue**.

Amount (Bi-weekly)	
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>


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

Elected Coverages 1 Item						
Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Bi-weekly)
Foundation - FHSU Biweekly	01/27/2017	01/15/2017	\$5.00			\$5.00
Total:						\$5.00

- 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**.

HOW TO ADD/CHANGE PAYROLL DEDUCTION

- 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.