


Updating Health Insurance and HSA Contributions

To update employee Health Insurance Contributions in payroll:

1. Login to your payroll account
2. Click the **Employees** icon from the menu on the right side of the screen 
3. Navigate to the employee you want to update (select from dropdown or use arrows to scroll through employee list)
4. Click the **Deductions** tab

IMPORTANT NOTES ON AMOUNTS:

- Many brokers will give you elections in *Monthly amounts*.
 - o If you are deducting the employee's contribution *per pay period*, and your broker has provided *monthly* amounts, you'll need to take the monthly amount and divide it by 2.
- * **ALWAYS CONFIRM with your broker to determine if the amounts they provided you are Monthly or Per Pay Period so you can ensure you're entering things properly in the payroll system.**

5. In the table find the deduction you are updating

a) If you are deducting a certain amount PER PAY PERIOD:

- Find the benefit (e.g. Medical Insurance) and confirm the Criteria is *Fixed Amt (\$)*
- Enter the updated amount of the employee's contribution – per the employee's open enrollment elections – in the box next to the Benefit and confirm the box for the benefit is checked

Medical Insurance \$	Fixed Amt (\$)	300.0000	0.00	<input checked="" type="checkbox"/>
----------------------	----------------	----------	------	-------------------------------------

b) If you are deducting the employee's full monthly contribution on the FIRST PAYCHECK OF EACH MONTH:

- Find the benefit (e.g. Medical Insurance) and confirm the Criteria is *Amt (\$) per Month*
- Enter the updated amount of the employee's contribution – per the employee's open enrollment elections – in the box next to the Benefit and confirm the box for the benefit is checked

Medical Insurance	Amt (\$) per Month	600.0000	0.00	<input checked="" type="checkbox"/>
-------------------	--------------------	----------	------	-------------------------------------

To update employee HSA Contributions in payroll:

STOP - If you have employees **in other states** OR you have **company contributions** to employee HSAs, [contact Easytrack](#) so that we can provide specific instructions on how to make updates in the payroll system.

For employees **in Colorado** who only have **employee contributions** to HSA, proceed to update per below:

1. Navigate to the **Deductions** tab of the employee you need to update
2. **IMPORTANT:** You may see up to 4 different HSA deductions

Make sure you are selecting the option that is applicable to the employee:

- a) **HSA Family** – Use this if the employee is under 55 and/or will NOT turn 55 at any point in 2023 and if they are contributing to an HSA that has family coverage
- b) **HSA Individual** – Use this if the employee is under 55 and/or will NOT turn 55 at any point in 2023 and if they are contributing to an HSA that has self-only coverage
- c) **HSA Family 55+** – Use this if the employee is aged 55 through 65 and/or WILL turn 55 at any point in 2023 and if they are contributing to an HSA that has family coverage
- d) **HSA Individual 55+** – Use this if the employee is aged 55 through 65 and/or WILL turn 55 at any point in 2023 and if they are contributing to an HSA that has self-only coverage

* **ALWAYS CONFIRM these items with the employee and your HSA broker before updating the payroll system**

3. Enter the *amount* that the employee wants to contribute *per pay period* in the applicable box and make sure the box next to the deduction is checked

HSA Family	Fixed Amt (\$)	0.0000		0.00	<input type="checkbox"/>
HSA Family 55+	Fixed Amt (\$)	0.0000		0.00	<input type="checkbox"/>
HSA Individual	Fixed Amt (\$)	100.0000		0.00	<input checked="" type="checkbox"/>
HSA Individual 55+	Fixed Amt (\$)	0.0000		0.00	<input type="checkbox"/>

If you need assistance setting up benefits for the first time or you have any questions on how to update existing benefits, please contact Easytrack.