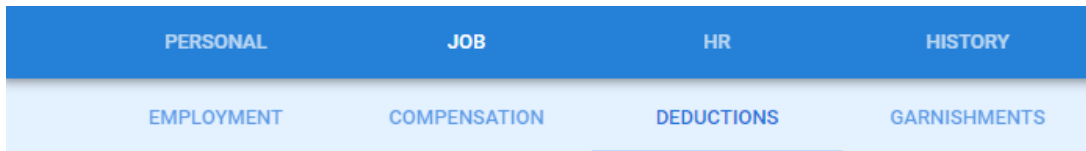


Updating Health Insurance and HSA Contributions

To update employee Health Insurance and/or HSA Contributions in payroll:

1. Login to your payroll account
2. Click **Workers** from the menu on the left side of the screen to go to your list of Employees
3. Click the *name of the employee*
4. Click **Job** in the blue menu at the top of the screen
5. Click **Deductions** from the sub-menu



6. **EMPLOYEE CONTRIBUTIONS:**

- a) Enter the updated amount of the employee’s contribution – per the employee’s open enrollment elections – in the respective box for each applicable benefit

IMPORTANT NOTE ON AMOUNTS:

- The amount you enter is **PER PAY PERIOD**. Most brokers will give you elections in *Monthly amounts* so you’ll want to divide these amounts by 2 prior to entering.
- * **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.**

HSA NOTES:

- If the employee is eligible for *HSA Catchup* (age 55 through 65 or until enrolled in Medicare), you'll want to toggle that option ON so that the payroll system knows to cap HSA contributions at the catchup limit
- ****IMPORTANT:** Make sure you are selecting the correct HSA option (Individual or Family) so that the payroll system knows where to cap the HSA contribution for each specific employee.**
- * ***ALWAYS CONFIRM these items with the employee and your HSA broker before updating the payroll system***
- Once confirmed, both of these options can be found under *Preferences* at the top of the Deductions screen

Use HSA Catchup Limit

HSA Limit* Individual Family

b) **EMPLOYER CONTRIBUTIONS** (if applicable):

- Click the down arrow next to the respective benefit for which you want to update the *EMPLOYER* contribution
- Enter the amount of the employer contribution in the *Override Benefit* box

Dental Section 125

Active

Amount \$ 10.00 Percent

Deduction Limits

Blank fields will be omitted.

Annual Limit \$ 0.00 Lifetime Limit \$

Override Benefit

Entering a flat benefit below will override any company-wide employer match settings for this deduction.

Override Benefit \$ 10

Continue to do this for each employee who needs their benefits updated.

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.