## **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.

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	On the Benefits Overview tab, click the <b>Start Enrollment</b> button for the HSA Periodic Enrollment Process.	2
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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 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**.

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