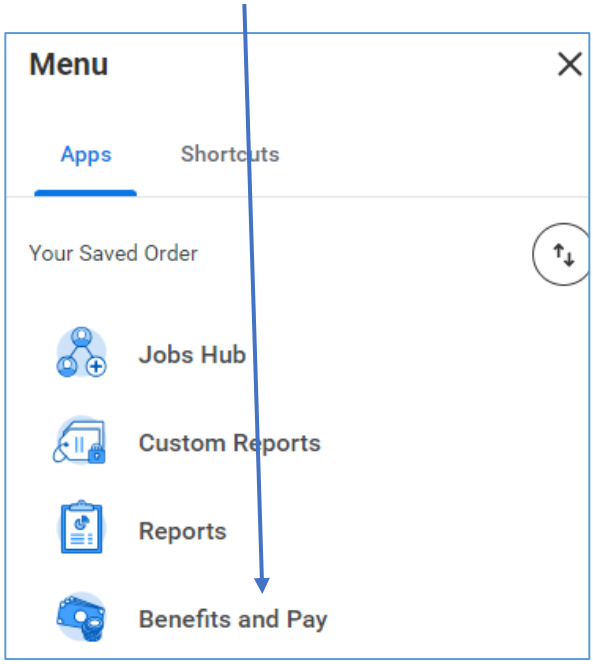
Employee Instructions for Updating 403(b) Elections

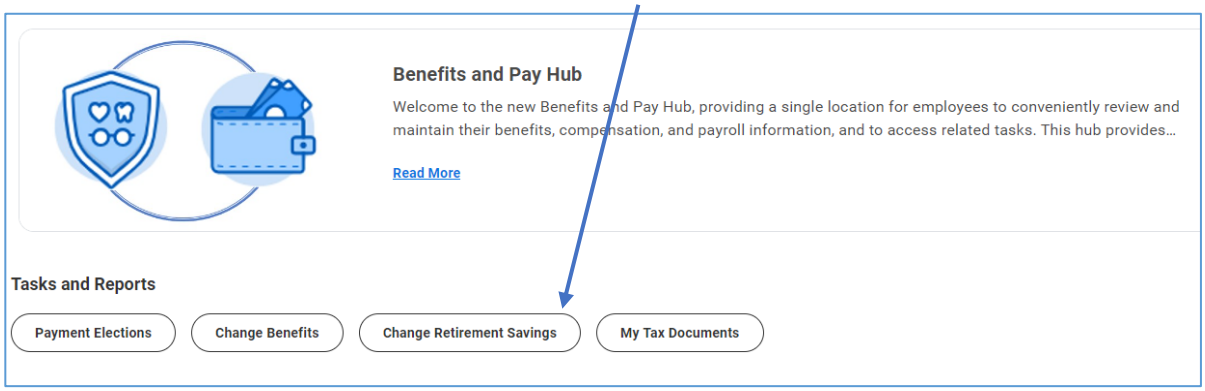
1. Log into Workday.

2. Click the **Menu.**

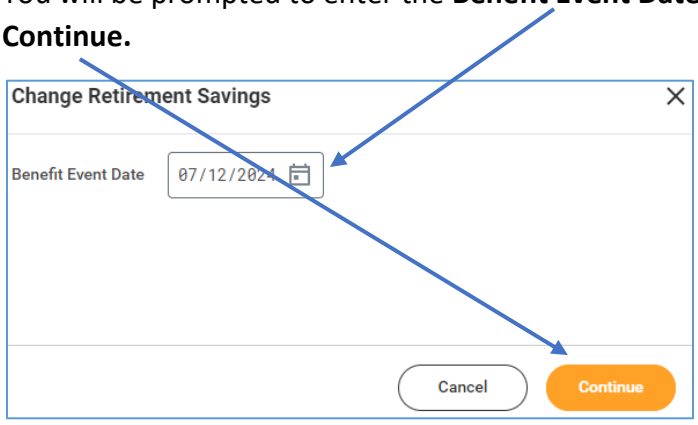
3. Click on **Benefits and Pay.**



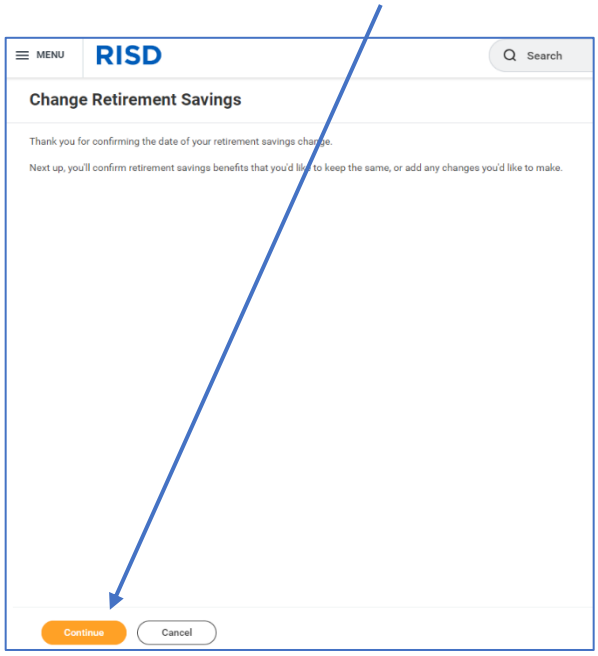
4. From the **Benefits and Pay Hub**, Select **Change Retirement Savings.**



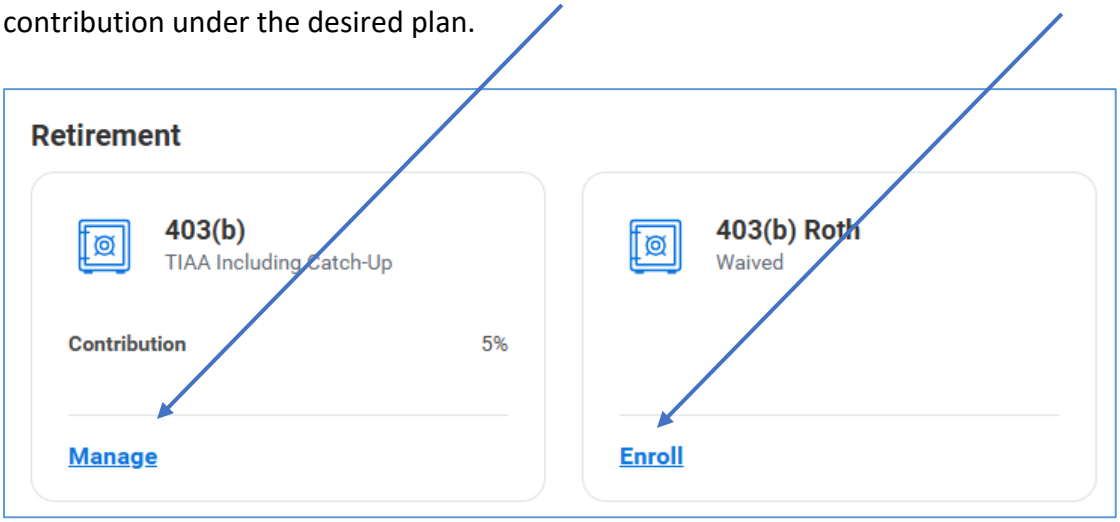
5. You will be prompted to enter the **Benefit Event Date**; enter a current or future date and click **Continue.**



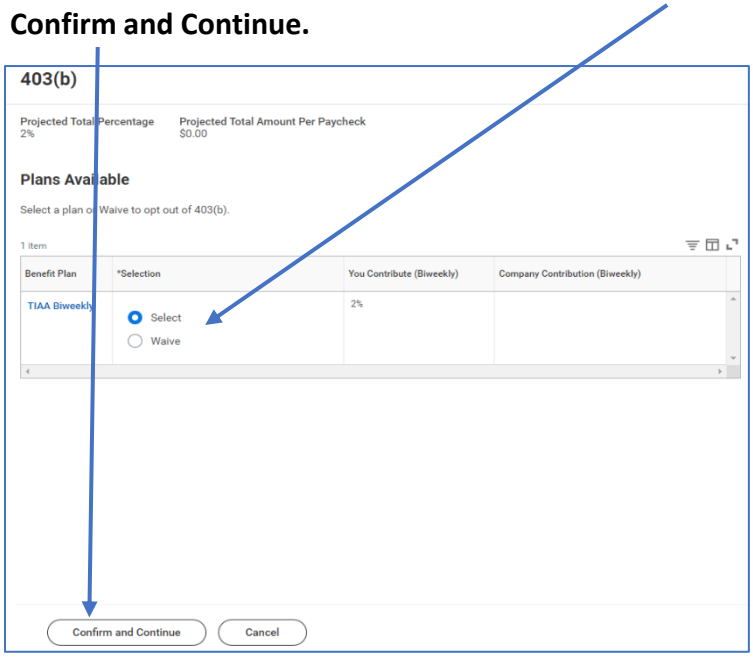
6. On the next screen, click **Continue.**



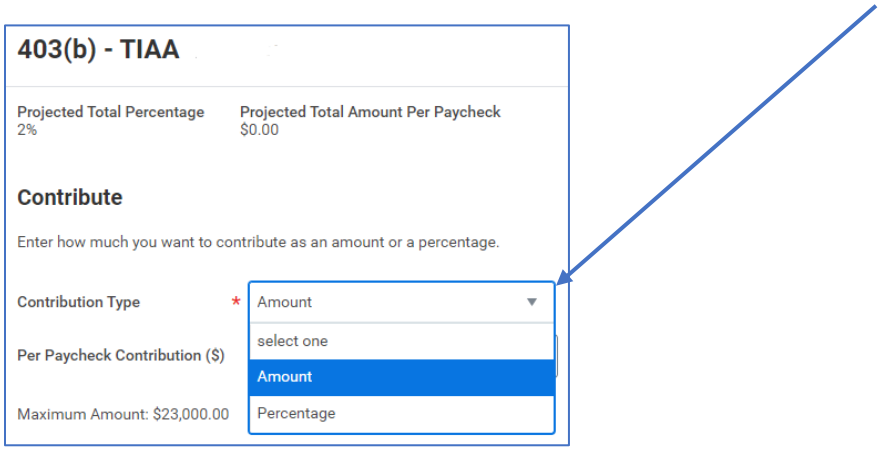
7. On the **Change Retirement Savings** page, you will see options for the **403(b)** plan and the **Roth 403(b)** plan. You will have the option to **Manage** your current contribution or **Enroll** to set up a new contribution under the desired plan.



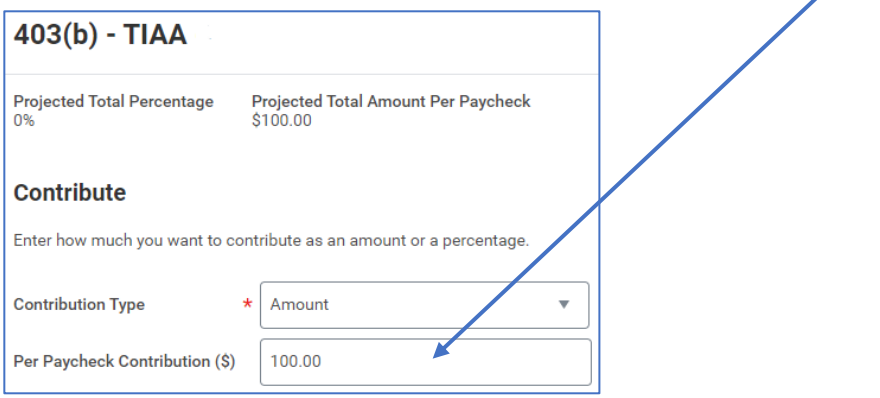
8. On the election page, select the radio dial to **Select** or **Waive** your enrollment, and then click **Confirm and Continue.**



9. From the **Contribution Type** drop-down, select either **Percentage** or **Amount.**



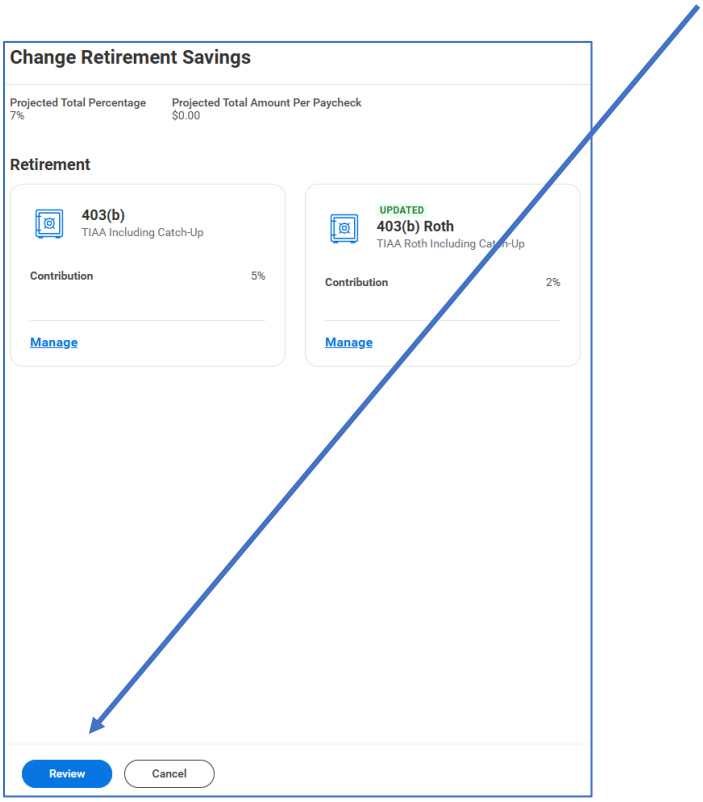
10. In the **Per Paycheck Contribution** field, enter either the flat dollar or percentage of pay you wish to contribute per pay period.



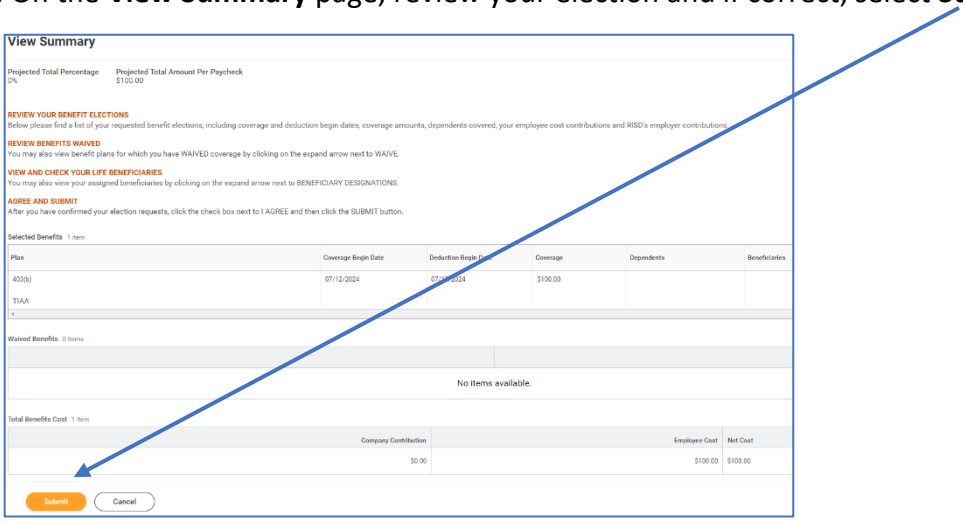
11. At the bottom of the page, click **Save.**

12. If desired, repeat steps 7 through 11 for the other plan.

13. On the Change Retirement Savings page, click **Review.**



14. On the **View Summary** page, review your election and if correct, select **Submit**



15. You may choose to print a confirmation statement by clicking **View Retirement Elections**