

Initiated On 10/09/2024

Submit Elections By 10/09/2024

Click the blue button “**Let’s Get Started**”

Let's Get Started

Under the Health Savings Account benefit, click the option “**Manage**”



Health Savings Account
HSA Bank

Contribution per paycheck

\$0.00

Manage

Confirm and Continue

Click on “**confirm and continue**”

Under the “**Per Paycheck**” box enter the desired amount you would like to contribute bi-weekly. And click “**Save**”

Per Paycheck

0.00

Save

Cancel

Review and Sign

Save for Later

Click “**Review and Sign**”

I Accept

☐

Submit

Scroll Down select the “**I Accept**” check box and then click “**Submit**”

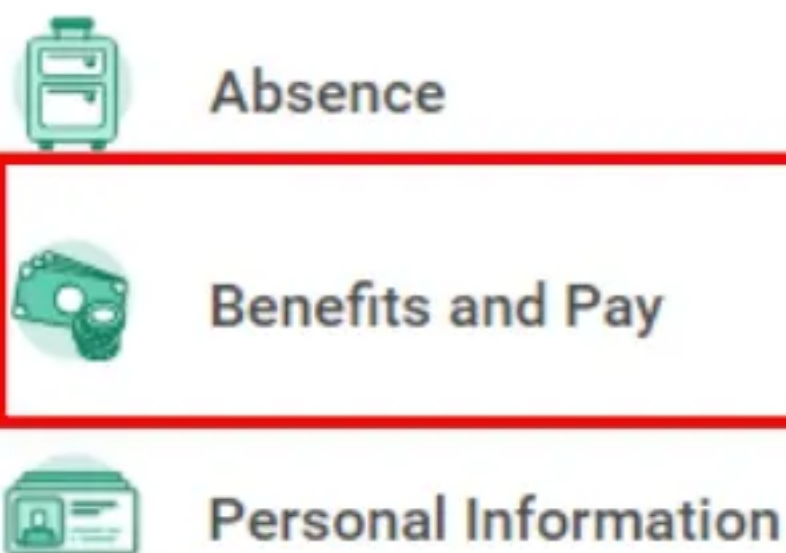
You can also request a contribution change, to the benefits department at benefits@kodiakgas.com



How to change your HSA contributions in Workday

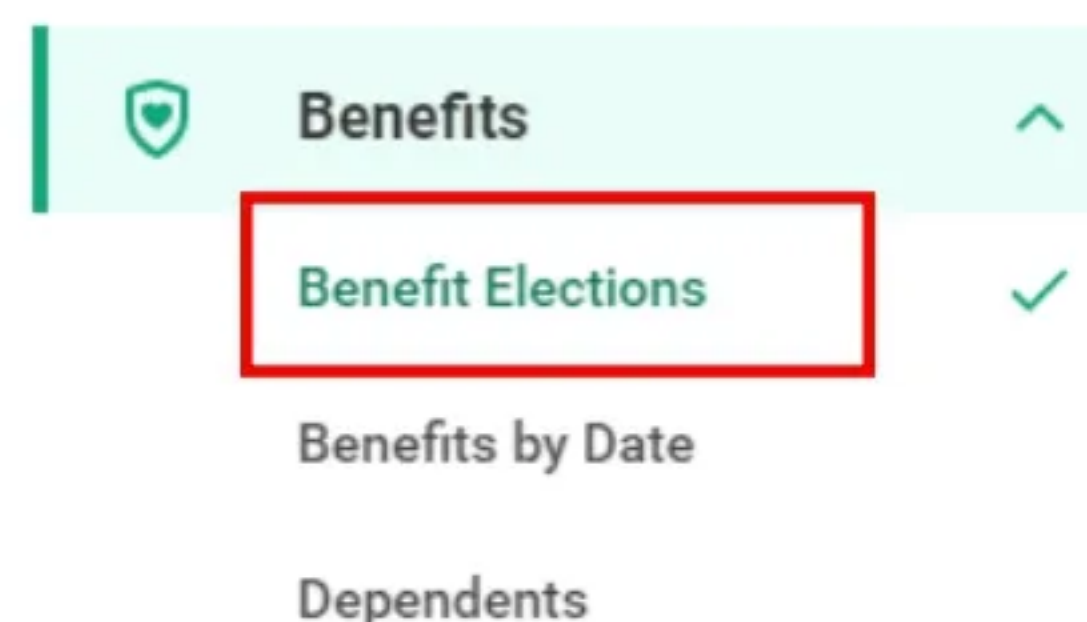
Login to your Workday account.
[Home - Workday \(myworkday.com\)](https://myworkday.com)

Click on the Hamburger menu



From the drop-down menu select the option
“Benefits and Pay”

Click on **“Benefits”** Then **“Benefits Elections”**



Change Benefits

Select the option **“Change Benefits”**

Click on **“Change HSA Contribution”**, enter the preferred date, then click **Submit**

Change Reason * ☐ Change Beneficiary Allocation
☐ Change HSA Contribution

You have submitted

Up Next: [Change Benefit Elections](#)

[View Details](#)

From the pop-out message, click on the blue button **“Open”**

Open