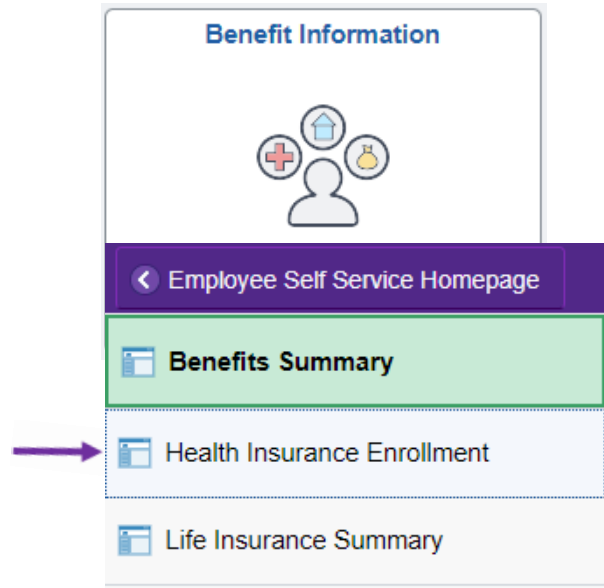


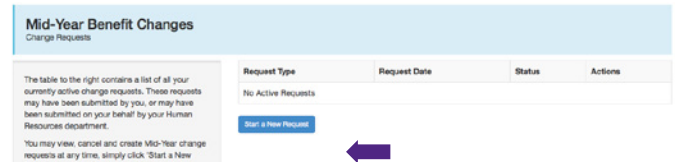
## HEALTH SAVINGS ACCOUNT (HSA) CHANGE AND CALCULATION INSTRUCTIONS

For employees desiring to make contribution changes to their Health Savings Account.

- Log into HRIS as you do to review your paycheck.  
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefit Information**
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP Portal.
- Once you are in the MAP Portal, click on **Mid-Year Benefit Changes** tab.

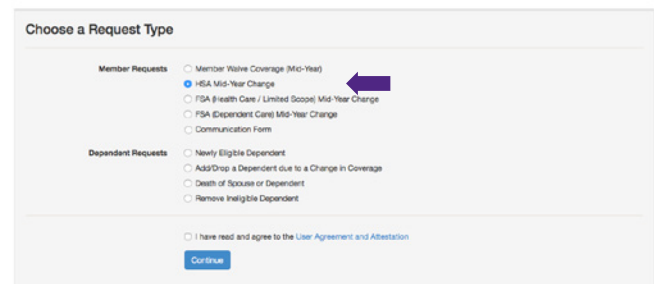


- Click on **Start a New Request**.



- Click on the radio button **HSA Mid-Year Change**.
- Click on the **"I have read and agree..."**
- Click **Continue**.

Follow the instructions below the picture to determine the new contribution amounts.



- › When entering the HSA Annual Contribution amount, this needs to be the new annual amount desired. One must determine how much has already been deducted (include the upcoming paycheck deduction) and deduct that from the new amount. Then divide that amount by the number of pay periods remaining. When calculating, remember that any month with a third paycheck, deductions are not taken. Please note: Annually, 12-month employees have 24 deductions, 9-month employees have 16 deductions.

The screenshot shows a web form for changing HSA contributions. It includes radio buttons for 'Change Reason' (Add Dependent, Drop Dependent, Age 55 Catch Up Contribution, Change Contribution Amount (No Specific Event)), a 'Date of Event' field with '9/1/2017', 'Annual Contribution' field with '\$ 1,200', and 'Per Paycheck Contribution' field with '\$ 100'. There is a 'Request Note' field with 'Additional information' and a green 'Submit Request' button. A link 'What happens when I submit a request?' is at the bottom.

- › Example:

- › » New desired annual amount: \$1,200  
(entered into Annual Contribution)

To calculate per paycheck contribution:

1. Deductions already taken 01/15 – 8/26 = \$400  
(25 per payment period multiplied by 16 pay periods).
2. \$1,200 - \$400 = \$800 remaining for this year.
3. \$800 divided by 8 remaining pay periods = \$100 per pay period.

- Click on **Submit Request**.
- Log out of the Member Portal.