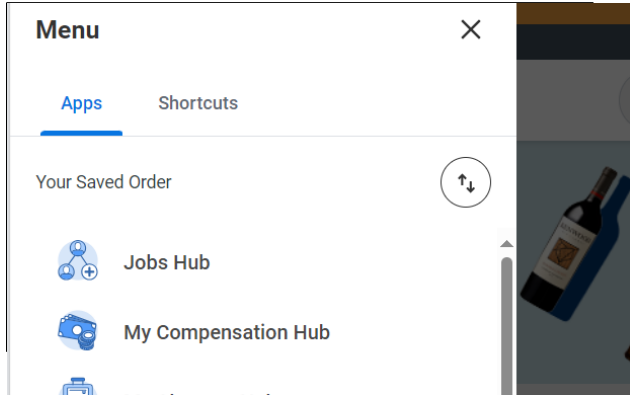


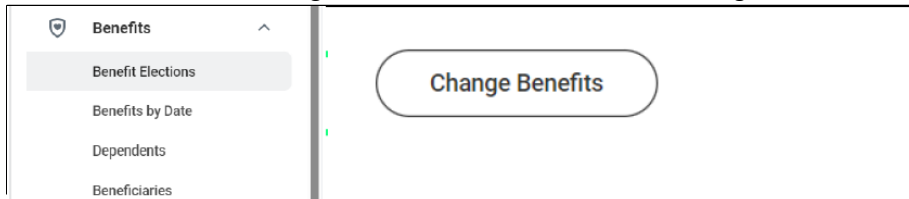
Changing Your HSA Contribution in Workday:

You may make a change to your HSA contributions at any time. Please follow these steps:

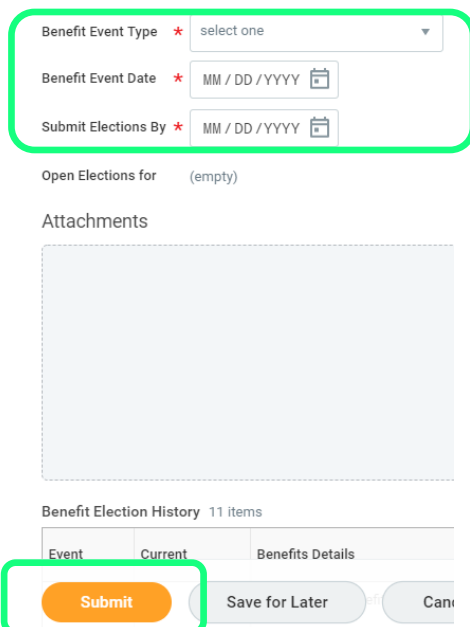
1. Log into [Workday](#)
2. Choose the My Compensation Hub from your menu on the homescreen.



3. Under the "Benefits" heading, select "Benefits Elections" then Change Benefits



4. For Benefit Event Type select "HSA Contribution Change" from the drop-down menu
5. Benefit event date is the desired effective date for this change (ideally the first day of a pay period)
6. Submit elections by will auto populate
7. Select "Submit"

A screenshot of the 'Change Benefits' form in the Workday app. The form fields are: 'Benefit Event Type' (a dropdown menu with 'select one' selected), 'Benefit Event Date' (a date picker with 'MM / DD / YYYY' format), and 'Submit Elections By' (a date picker with 'MM / DD / YYYY' format). Below these fields is the text 'Open Elections for (empty)'. There is an 'Attachments' section with a dashed border. At the bottom, there is a 'Benefit Election History' section with '11 items' and a table with columns 'Event', 'Current', and 'Benefits Details'. At the very bottom, there are three buttons: 'Submit' (highlighted with a green rounded rectangle), 'Save for Later', and 'Cancel'.

8. This will open a new screen in which you will select "Open"
9. You may now adjust your contribution amount (you can set to \$0 to pause all contributions indefinitely or choose a value up to the allowable maximum)
10. Once complete, select "Continue"
11. Review your changes
12. Check off "I agree" at the bottom of the screen to confirm your selection
13. Double check that your benefit elections are correct by going back to the Benefits Application from your home screen and selecting "Benefit Elections" under the View column

If you have further questions, please contact NA.HumanResources@pernod-ricard.com

