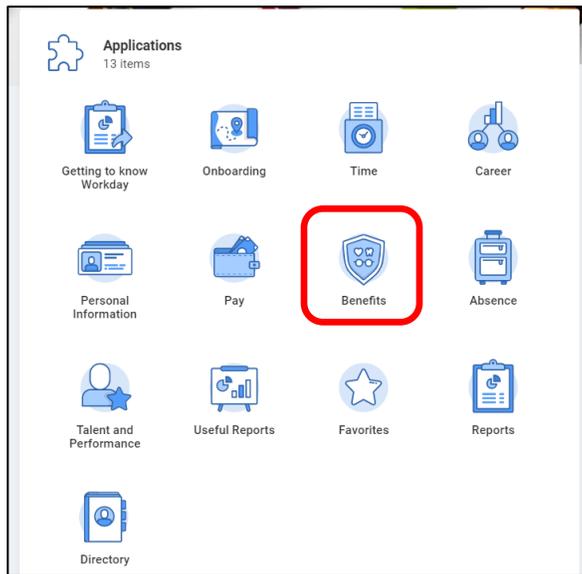


**How to Change your Commuter Benefit Elections in Workday:**

You may make a change to your BRI Commuter Parking or Transit contributions at any time. Please follow the following guide:

1. Log into Workday
2. Visit the “Benefits” Application on your home screen



3. Under the Change column select “Benefits”



4. For Benefit Event Type select "Parking/Transit Commuter Change" from the drop-down menu
5. Benefit event date is the desired effective date for this change
6. Submit elections by will auto populate
7. Select "Submit"

The screenshot shows a web form for submitting benefit elections. A red rectangular box highlights three key elements: the 'Benefit Event Type' dropdown menu (currently showing 'select one'), the 'Benefit Event Date' field (with a calendar icon and 'MM / DD / YYYY' placeholder), and the 'Submit' button at the bottom left. Below the highlighted area, there is a 'Submit Elections By' field, an 'Open Elections for' field (currently empty), an 'Attachments' section with a dashed border, and a 'Benefit Election History' section with 11 items. The history table has columns for 'Event', 'Current', and 'Benefits Details'. At the bottom right of the form are buttons for 'Save for Later' and 'Cancel'.

8. This will open a new screen in which you will select "Manage"
9. You may now adjust your contribution amounts for one or both benefit plans
10. Once complete, select "Submit"
11. 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

**IMPORTANT NOTE: if you wish to stop contributions completely to either of your commuter benefits, you simply must adjust the contribution amount to \$0. DO NOT WAIVE your coverage if you still have a balance on your BRI Commuter Benefits card. Waiving coverage may close your account which would make your remaining funds unusable.**

If you have further questions, please contact [NA.HumanResources@pernod-ricard.com](mailto:NA.HumanResources@pernod-ricard.com)

