

HSA One-Time Contribution Instructions

- 1) Log into E-Finance System
- 2) Select HSA Enrollment Form

The screenshot shows the top navigation bar with 'Home', 'HSA Enrollment Form', 'Help', and 'Logout'. Below is an 'Information' section with a message 'HSA Contribution Removed.' and 'You have no documents available'. A 'User Profile' box displays: Employee ID: 70155, First Name: AMANDA, Last Name: GARROD. Below this is a 'Go Green and Save a Tree.' logo and a 'Stop your mail delivery' section with two radio buttons: 'Stop sending me a paystub in the mail.' (selected) and 'Start sending me a paystub in the mail.'. Below the profile is a section titled 'One-Time HSA contributions for 2019' with a table header: 'id Created Last Updated Amount Pay Period End Pay Date'. The table content shows 'No HSA Contributions Found'.

- 3) Select the amount of your One Time Contribution Amount
- 4) Select the Pay Period Ending Date; this will populate the pay period deduction date.

The screenshot shows the 'HSA Enrollment Form' page for the 'City of Omaha 2019 HSA Enrollment Form'. It displays the user's profile information: First Name: AMANDA, Last Name: GARROD, Employee ID: 70155. Below this is a section for 'One Time Contribution Amount' with a form field containing '1000.00' and a dropdown menu for 'Pay Period Ending' set to '12/29/2018'. The 'Pay Date' is '01/04/2019'. The page includes detailed instructions on how to fill out the form, including IRS regulations and City matching contributions. It also provides contact information for the Benefits Division at 402-444-5300 or benefits@cityofomaha.org. At the bottom, there are 'Add HSA Enrollment' and 'Cancel' buttons.

- 5) Select Add HSA Enrollment.
- 6) This will return you to the home screen.

The screenshot shows a web interface for HSA Enrollment. At the top, there are navigation links: Home, HSA Enrollment Form, Help, and Logout. Below this is an 'Information' section with a message: 'HSA Contribution Added.' To the right of this message, it says 'You have no documents available'. On the left, there is a 'User Profile' section with a small icon of a person. The profile information includes: Employee ID: 70155, First Name: AMANDA, and Last Name: GARROD. Below the profile information is a green tree icon with the text 'Go Green and Save a Tree.' and a quote: 'Stop your mail delivery'. There are two radio button options: 'Stop sending me a paystub in the mail.' (which is selected) and 'Start sending me a paystub in the mail.'. Below the profile section is a heading 'One-Time HSA contributions for 2019' followed by a table.

id	Created	Last Updated	Amount	Pay Period End	Pay Date	
12	10/29/2018	10/29/2018	\$1,000.00	12/29/2018	01/04/2019	Edit

- 7) Click Edit from this screen to change or delete a saved one time contribution. You may change or delete your one time contribution until the end of the pay period. (Example: changes for the payroll on 1/4/19 must be completed by 12.29.18 at midnight.)
- 8) To add additional deductions, start with the HSA enrollment form.
 - If you are selling back comp time, you must email payroll at payrolladj@cityofomaha.org and inform your timekeeper to ensure your timesheet is set up correctly.
 - All changes to bi-weekly payroll deductions are done through Human Resources. Please contact benefits@cityofomaha.org