



Changing Your Health Savings Account Contribution Election (HSA) in Workday

The following instructions are available to guide you through the steps of changing your Health Savings Account Election in Workday.

If you are enrolled in the Cigna Open Access Plus CDHP with HSA, you can change the amount you contribute each pay period to your HSA at any time.

Log into Workday by following the Workday quick link located at the bottom right hand side of the Catalyst homepage <http://catalyst.corp.convatec.com> or directly through <https://www.myworkday.com/convatec>

The screenshot shows the Catalyst homepage with a navigation bar at the top containing links for Home, Departments, Markets, Policies & Procedures, Careers, Quick Links, Project Workspace, and Search. The main content area is divided into several sections: '180 Medical Recognized For High Integrity And Ethics', 'Compliance Helpline', 'Product News', 'Bridgewater office celebrates "Bring Your Child to Work Day"', and 'Your Personal Stories'. A 'Quick Links' section is located on the right side, listing various internal tools and resources. The 'Work Day' link is circled in red, and a blue arrow points to it from the right side of the page.

Welcome to Catalyst 

Home Departments Markets Policies & Procedures Careers Quick Links Project Workspace Search

180 Medical Recognized For High Integrity And Ethics
180 Medical (ConvaTec's U.S subsidiary) received the 'Torch Award' for Integrity and Ethics from the Better Business Bureau of Oklahoma, USA (BBB). The team picked up the award at a ceremony on Friday September 9.

Compliance Helpline
It is our responsibility to ensure an ethical and compliant company culture. Immediately report any compliance concerns via our [ConvaTec Compliance Helpline](#) portal or by calling 1-855-357-8475 (U.S. Toll free).
For local helpline numbers, see the Ethics and Compliance page.

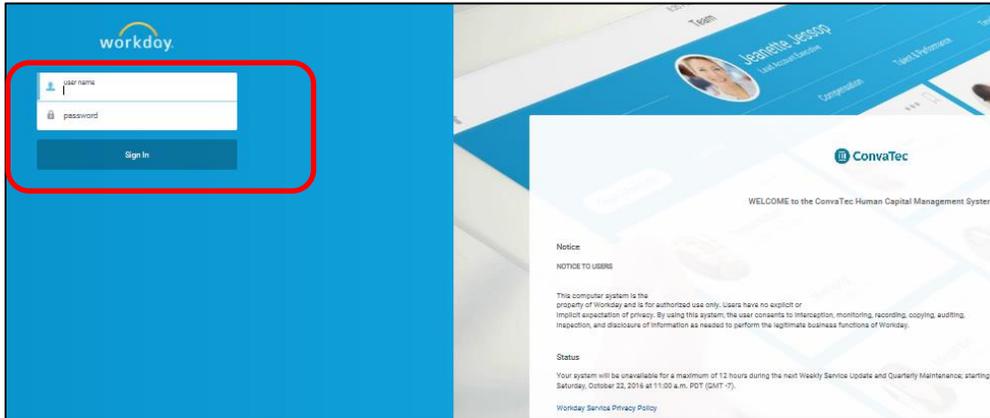
Product News
ConvaTec Receives Two Top Awards from Journal of Wound Care World Union of Wound Healing Societies (WUWHS)
ConvaTec Launches Form Lite™ ConvaTec Dressing, Expanding its Foam Portfolio for a Wide Variety of Wounds
ConvaTec Marks 20 Years of AQUACEL® Innovation at 50th Conference of the World Union of Wound Healing Societies
ConvaTec Extends Protection for Surgical Wounds with Launch of AQUACEL® Ag SURGICAL SF Dressing
ConvaTec Enters \$1.7B NPWT Market with Launch of Avicel System

Bridgewater office celebrates "Bring Your Child to Work Day"
On September 1, the Bridgewater office welcomed 30 special VIP visitors for the day. There was excitement all round from the children who were able to see where their parents worked, and the parents who were able to share a deeper perspective of their work life with these special visitors.

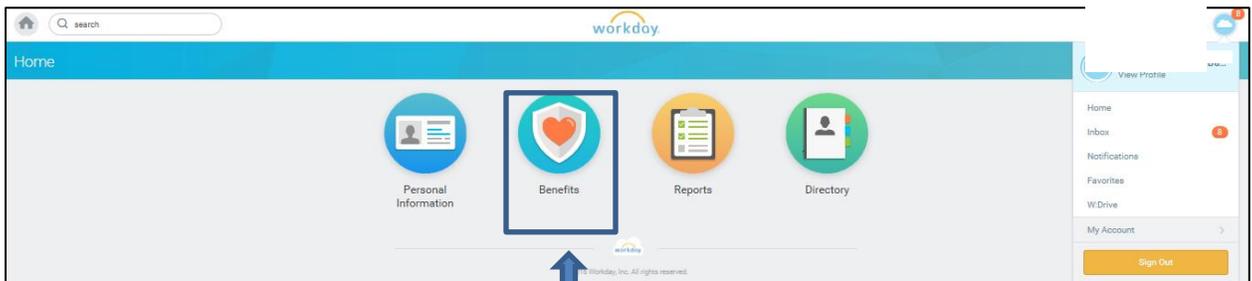
Your Personal Stories
We would love to hear how people at ConvaTec are living our values and fulfilling our purpose to improve the lives of people we touch. Email your story to catalyst@convatec.com.

Quick Links
CONNECT Onboarding
ConvaTec Development Portal
PDF webpage
PTD System log in
Internalize Programme
Complaint Handling Process & Complaint Form
Help Desk Phone Numbers
Internal Employee Announcement Guidelines
Organizational Charts
Service Desk Incident Submission Form
Global Site Privacy Policy
Work Day

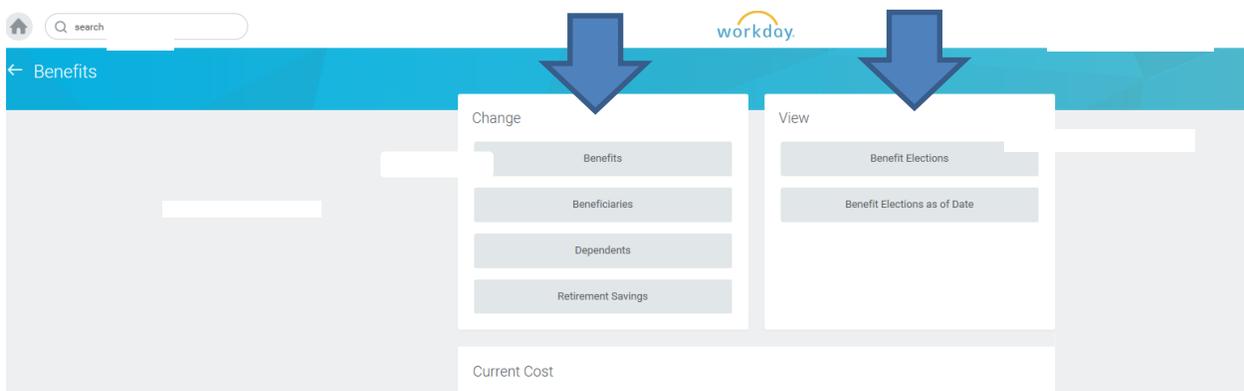
Log into Workday. Your user name and password are the same as your credentials you use to log onto your computer. If you need assistance logging in to Workday, or to change your address, please send an email to workday@convatec.com.



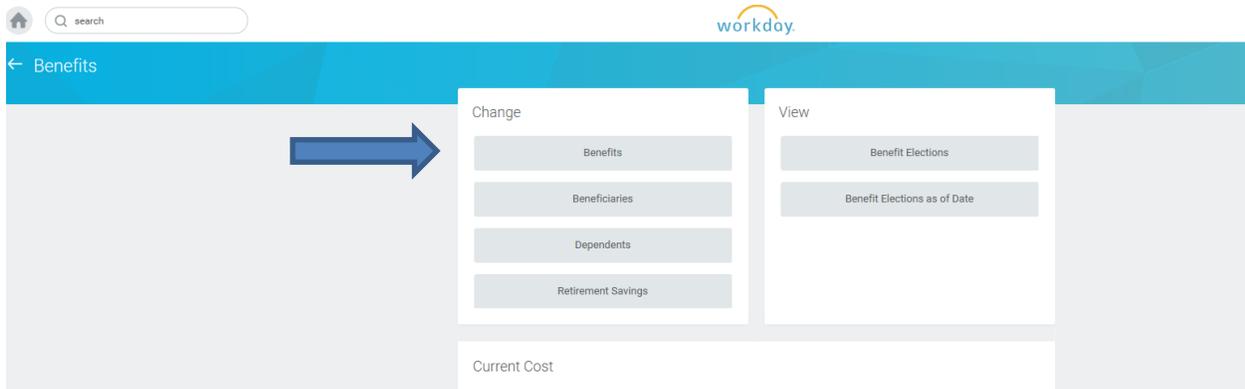
Access your benefits page by selecting the benefits icon.



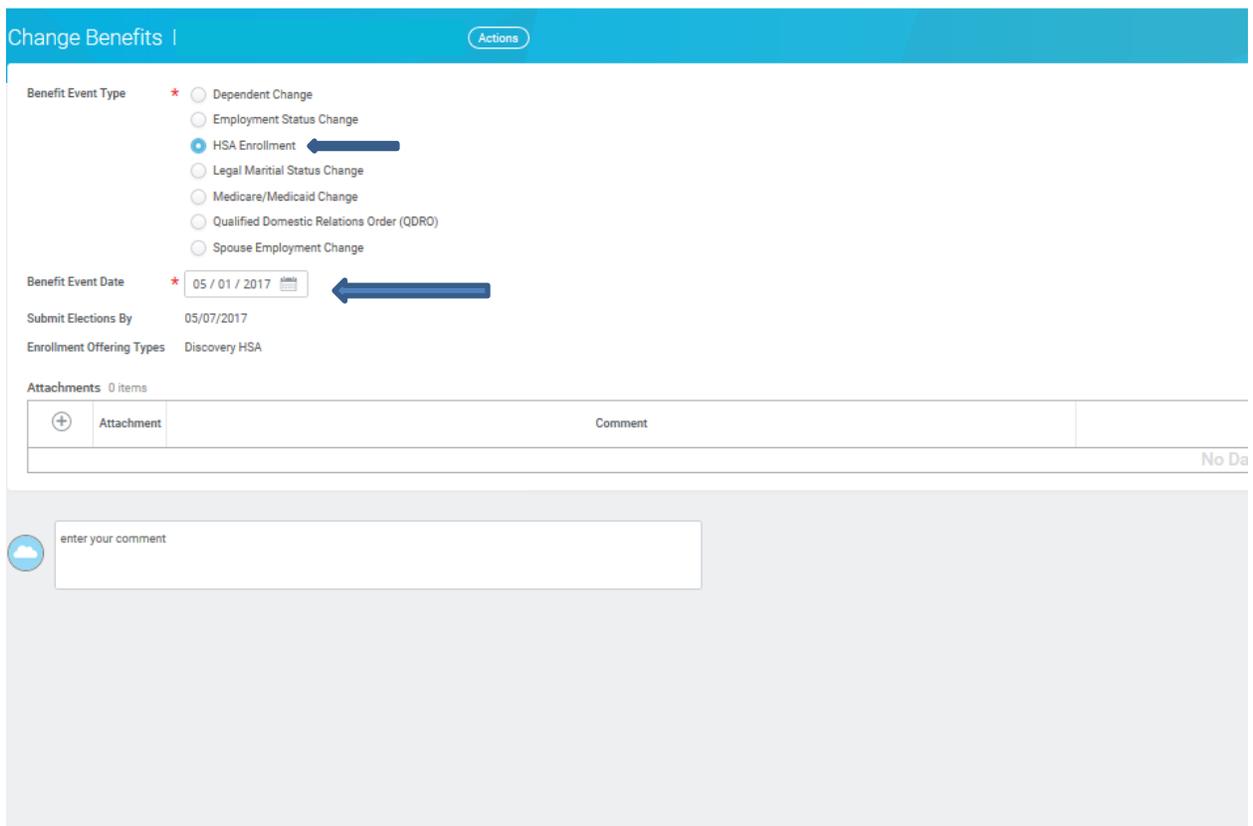
You may review your current benefit elections and beneficiaries by selecting Benefit Elections under View.



To modify your HSA contribution election for the year, select Benefits under Change.



Select Actions and HSA Enrollment as the Benefit Event Type. You will also be required to enter the effective date as the Benefit Event Date and click submit to proceed.



Submit

Save for Later

Cancel

- Enter the number of remaining pay periods for the year. (you can find the current payroll calendar on Catalyst by going to Departments > Human Resources > US > Payroll.
- Select Elect.
- Enter the estimated amount you have already contributed to the HSA for the current year. (you can find this on your most recent paycheck remittance)
- Enter the amount you would like to contribute for the current year.
- Review the final amount calculate as your biweekly contribution.
- If you agree with all totals, click continue to proceed.

Change Benefit Elections - HSA Enrollment for [] Step 1 of 2 [Admin](#)

Event Date: 03/01/2017
Submitted On: 03/02/2017
Submitted By: 03/01/2017

Total Employee Cost/Week: \$100.00 Bi-weekly Cost

Enrollment in the CDNA CAP CDP is required for enrollment in the Health Savings Account.
ConvaTec will contribute \$300 for employee only coverage and \$1,000 for employee + spouse, employee + child(ren) and family coverage annually. The employer contribution will be funded to your HSA each pay.
Please note: The 2017 IRS maximum HSA contribution is \$3,600 employee and \$6,750 for all other coverage tiers.

Remaining Deductions Override: [17]

Health Savings Account Plan Dependencies

Benefit Plan	Elect / Waive	Contribution Range (Annual)	Supporting Information
Discovery HSA - Discovery Benefits	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining periods for the year: 17 Your estimated contributions made this year: 100.00 How much do you want to contribute for the total year?: 2,000.00 How much do you want to contribute (Bi-weekly)? 100.00	Maximum Contribution (Annual): \$1,748.00 Provider Website: http://www.discoverybenefits.com Plan Description: http://www.discoverybenefits.com

Continue Save for Later Cancel

The last screen requires your review and confirmation. If you agree to the changes made to your HSA contribution election, click on the “I agree” box and submit.

Worker
Event Date 05/01/2017
Initiated On 04/26/2017
Submit Elections By 05/01/2017

Elected Coverages: 1 item

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Bi-weekly)
Discovery HSA - Discovery Benefits	05/01/2017	05/01/2017	\$2,000.00 Annual			\$100.00
Total						\$100.00

Attachments: 0 items

Attachment	Comment	File
No Data		

Electronic Signature

LEGAL NOTICE: Please Read

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. *When you check the "I AGREE" checkbox, you are certifying that:*

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

I Agree

enter your comment

- Due 04/30/2017

- Due 04/30/2017

- Due 04/30/2017

Your changes will be effective within the next 1-2 pay cycles. Print a copy for your records and click on done to complete. Should you have any questions throughout the process or regarding your benefits, please contact Deanna Baamonde at Deanna.Baamonde@convatec.com or benefits@convatec.com.