

Changing Your Deferred Comp Election



1. Click on **“Benefits and Pay”** under Your Top Apps.

Good Morning, On Behalf of: Mary Smith

It's Monday, October 3, 2022

Awaiting Your Action

Personal Information Change: Mary Smith
Inbox - 1 month(s) ago

[Go to All Inbox Items \(2\)](#)

Quick Tasks

My Payslips

Payment Elections

Benefit Elections

Timely Suggestions

Keep Your Home Contact Information Updated
We would like you to review your Contact Information and ensure it's up to date

[Update Contact Info](#)

Your Top Apps

Benefits and Pay

Requests

2. Step#2 Click on **“Change Retirement Savings”**.

MENU

W

Search

Payment Elections

Change Benefits

Change Retirement Savings

My Tax Documents

Overview

Most Recent Pay
Your next pay day is October 7, 2022.

\$1,780.63
Take Home Pay

Gross Pay \$3,078.11

[View Most Recent Pay](#)

Deductions
Taxes and deductions from your most recent payslip.

\$2,918.93
Total

Retirement - County Contribution \$1,003.16

Federal Withholding (Federal) \$352.29

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3. Enter the date you want the change to be effective and click continue.

Change Retirement Savings

Benefit Event Date 12/29/2023

Continue Cancel

4. Click Open to open the “*Retirement Savings*” event

Change Retirement Savings

Thank you for confirming the date of your retirement savings change.

Next up, you'll confirm retirement savings benefits that you'd like to keep the same, or add any changes you'd like to make.

Continue Cancel

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5. If you are currently waiving Deferred Compensation, click on **Enroll**
If you are currently enrolled in Deferred Compensation, click on **Manage**

Change Retirement Savings

Projected Total Percentage: 0% Projected Total Amount (Monthly): \$0.00

Retirement

 **457**
Waived

[Enroll](#)

[Review](#) [Cancel](#)

Change Retirement Savings

Projected Total Percentage: 0% Projected Total Amount (Monthly): \$0.00

Retirement

 **457**
Empower Traditional (Pre-Tax)

Contribution (Monthly): \$99.99

[Manage](#)

[Review](#) [Cancel](#)

6. Then click **Select** next to the appropriate Benefit Plan and click **Confirm and Continue**

2 items

*Selection	Benefit Plan Details	You Contribute (Monthly)	Company Contribution (Monthly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Empower Roth (Post-Tax)		
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Empower Traditional (Pre-Tax)	\$300.00	

[Confirm and Continue](#) [Cancel](#)

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- Click on the drop-down arrow to select the contribution type, **Amount** or **Percentage**. Then, enter the appropriate percent or flat dollar monthly amount you would like deducted from your paycheck. Then click **Save**.

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type *

Monthly Contribution (\$)

- When selecting a flat dollar amount to defer, the amount entered into Workday must be a monthly amount.
An example to compute a monthly amount:
You want the deferral amount for a paycheck to be \$150.
Multiply this amount by 26 pay periods and divide by 12 months to obtain the monthly amount.
 $\$150 \text{ for one pay period} \times 26 \text{ pay periods in a year} \div 12 \text{ months in a year} = \$325.00 \text{ monthly amount}$
Enter 325.00 in the Amount (Monthly) field.

Retirement

REVIEWED

457
Empower Traditional (Pre-Tax)

Contribution (Monthly)	\$325.00
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[Manage](#)

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9. Review your elections, then click **Submit**.

Please review your benefit elections carefully.

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
457 Empower Traditional (Pre-Tax)	09/28/2022	09/28/2022	\$325.00

Submit **Cancel**

10. Click **Done** at the bottom of the page

Submitted  

Success, Your Retirement Elections Have Been Updated

View Retirement Elections

Done