

UWs Member Job Aid: Making Changes to a Health Savings Account (HSA)

Objectives

This job aid will assist employees of the UWs in making changes to their Health Savings Account (HSA) at any time throughout the benefit year.

Introduction

If you elect a High Deductible Health Plan (HDHP), you can add contributions to a Health Savings Account (HSA). An HSA allows you to set aside tax-free dollars each year for health care expenses not covered by insurance. You may use these funds to pay for eligible health care expenses incurred by you, your spouse, and your qualified dependents.

You can add, change, or cancel contributions as necessary throughout the year for your health savings account (HSA), transit and/or parking accounts.

Steps

During initial or open enrollment

Be sure to select an HDHP medical plan if you wish to contribute to an HSA when you are electing medical coverage. Closely review the plan name to confirm if the plan allows HSA contributions.

Plan Name	Plan Cost	Employer Cost	You Pay (Semi-Monthly Cost)
Aspirus: HDHP 2025	\$948.25	(\$918.55)	\$29.70
Common Ground HDHP 2025	\$916.20	(\$886.50)	\$29.70
Dean Health Plan by Medica: HDHP 2025	\$834.87	(\$805.17)	\$29.70

1. If you elected an HDHP, you must enroll in a health savings account. After you have completed the medical and dental enrollment process, you will select how you would like to contribute to your HSA. Then select Continue.
 - A custom amount is set by you for as much as you would like up to the maximum legal amount (less any employer contributions, if applicable).
 - The employer only, if applicable, is the amount your employer will contribute on your behalf when you enroll in these plans, and you will not contribute anything additional.

Health Savings Account (HSA)

An HSA is an individually-owned, tax advantage savings account. An HSA allows you to pay for current healthcare expenses and save for those in the future. It is used to pay for eligible medical, dental, vision and prescription expenses not covered by insurance. Contributions made through payroll deduction are pre-tax, and the interest earned is tax-free.

An HSA is only available to employees who enroll in a High Deductible Health Plan (HDHP). If you enroll in an HDHP plan, you must enroll in an HSA.

You cannot have any other health coverage that pays out-of-pocket health care expenses before you meet your plan deductible (ex: Medicare A and B, TRICARE, VA benefits received in the past 90 days, Badger Care, non-HDHP coverage through a family member, etc.)

Once you select whether you would like to contribute to the HSA or just receive employer contributions, click "How is this calculated" to confirm the amount you can contribute to maximize your HSA contributions for the year.

1. How would you like to contribute to your HSA?

- ☐ Custom amount
Contribute a custom amount to be deducted from every paycheck.
- ☐ Employer only
I don't want to contribute right now (you will still receive your employer's contribution).

Continue

Previous

Cancel & return home

2. If you select custom amount, you will need to enter the amount you would like to contribute on an annual basis. This amount will be divided by the total number of paychecks left in the year if starting contributions mid-year, or the full year if electing for an upcoming plan year. After you have entered the amount, select Continue.

2. Select a way to contribute to your HSA

Ongoing Contribution

Schedule an amount to be deducted from every paycheck in the upcoming benefit year.

\$ - Enter an annual amount -
3600.00 / 12 paychecks = \$300.00

Continue

Previous

Cancel & return home

The contribution meter at the top of the page can assist you in understanding how much you can contribute and who is contributing.

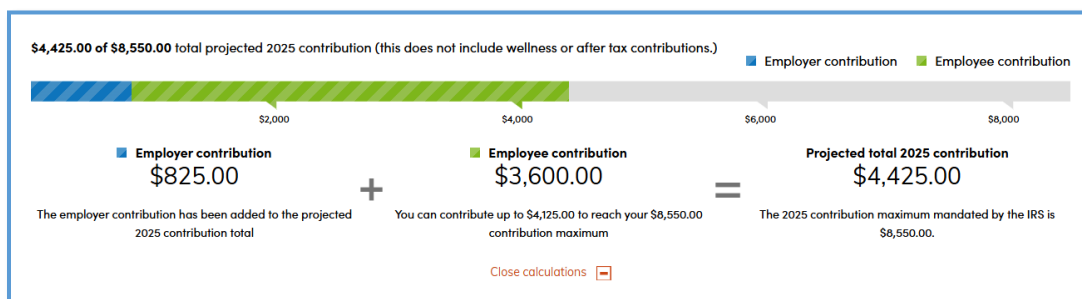
\$4,425.00 of \$8,550.00 total projected 2025 contribution (this does not include wellness or after tax contributions.)

■ Employer contribution ■ Employee contribution



How is this calculated?

The meter indicates the maximum annual amount that may be contributed to the HSA based on the coverage level of the selected health plan. Limits are determined annually by the federal government. The system will not allow you to contribute over the annual limit to the HSA account. It monitors your and your employer's contributions to ensure the total does not exceed the federal annual maximum. If you are eligible for a catch-up amount based on your age, this will also be included in the amount you may contribute. This meter updates to reflect any change in the contribution total as contributions are entered. Click the [How is this calculated](#) link below the meter to see additional details regarding current contributions.

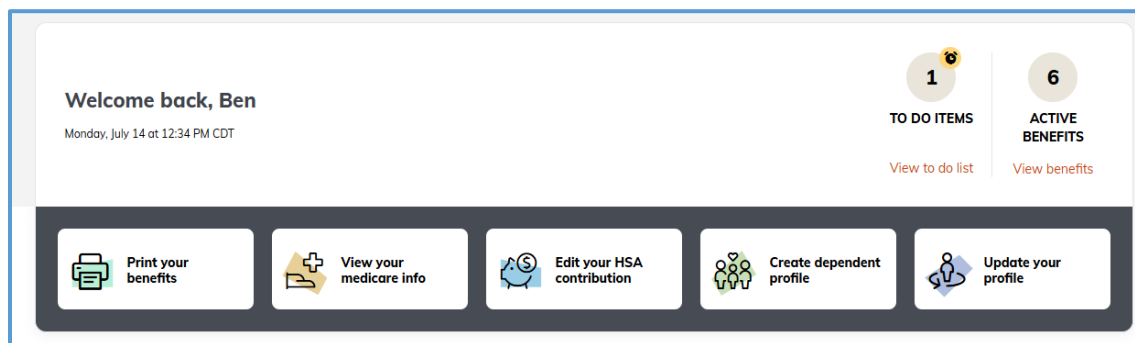


3. After clicking continue, review your HSA contributions by clicking on the two views.
 - Contribution summary provides a high-level summary of the planned contributions throughout the year for both the employee and employer.
 - If you would like to change your contribution, click the Edit button now. It will take you to the contribution page where you update your amount. Note, you can stop and change contribution amounts in the future.

Making adjustments to your HSA mid-year

You can add, change, or cancel the contribution as necessary throughout the year for your health savings account (HSA). You may do so by clicking on the appropriate tile and choose *Edit Contribution* then follow the directions presented.

1. In the event that you need to change your contributions to your HSA account, you should click the *"Edit your HSA contribution"* tile under *Your Benefits*.



2. Under the Employee ongoing contribution, select Delete.
3. Select Add Contribution.
4. Choose Custom Amount.
5. Enter your Ongoing Contribution amount.
6. Review your HSA Contribution. Click Save & Continue.
7. Review the terms of the Plan and check "I acknowledge and agree to the terms and conditions above." Click Next.



Adjustments to Other Pre-Tax Savings Accounts Require a Qualifying Life Event

Health care flexible spending accounts, limited purpose flexible spending accounts (LPFSAs), and dependent day care accounts require a qualifying life event to adjust the contribution amount or to cancel.



Pre-Tax Savings Accounts Require Action During Open Enrollment

You must reenroll in your pre-tax savings accounts each year during open enrollment. Your enrollments do not carry forward from year to year.