

How to change your HSA contribution in ADP

All changes must be made by the Sunday (before the pay date) at 11:59pm to ensure they are included in that Friday's payroll.

Go to Myself > Benefits > Enrollments

On the HSA Account tile, click on Start Enrollment

Enrollments

HSA Account 2023

⚠ Not started

🔔 209 days left to complete this event

You can make changes to your enrollment from January 1, 2023 to December 17, 2023 at 11:59 p.m. ET.

Start enrollment

Click on Select Benefits

HSA Account 2023

Welcome

Manage Dependents

Select Benefits

Review and Submit

Welcome

Update your Health Savings Account (I

You will see your current contribution. Click on View all Plans.

HSA Account 2023

Welcome

Manage Dependents

Select Benefits

Review and Submit

Select Benefits

📅 209 days left to enroll
Effective: May 23, 2023

Employer Cost Per Paycheck
\$0.00

Your Cost Per Paycheck
\$100.00

Go to section

Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

Health Savings Account

HSA 2023
Effective: January 1, 2023

Who is Covered?
You
Annual Contribution
\$2,600.00

Selected

View all plans

Your Cost
\$100.00
Show cost details

Finish later

← Back

Next →

Enter the amount of your new contribution or unenroll.

Available Plans

Provider
nbkc bank

Contributions

Enter contribution amount to view your estimated cost.
Your estimated annual contribution can be any amount from \$1,000.00 up to \$3,850.00.
For the entire year, I want to contribute:

☐ Maximum Yearly Goal

☒ Custom Amount

Frequency
Per Pay Period

Contribution
100

Payments
× 16

Annual Contribution
\$1,600.00

Year-to-date
+ \$1,000.00

Total Contribution
\$2,600.00

Per Paycheck Costs

Employer Cost
\$0.00

Your Cost
\$100.00

× Unenroll

Back

Once you make your election, click Confirm details.

Per Paycheck Costs

Employer Cost
\$0.00

Your Cost
\$50.00

× Unenroll

Confirm the details for this plan selection.

Confirm details

Your new contribution or unenrollment will appear. Click Confirm.

Confirm Details

nbkc bank: HSA 2023

Coverage

Your Contribution
\$1,800.00

Year-to-date
\$1,000.00

Per Paycheck Costs

Employee Cost
\$50.00

Payments
× 16

Back

Confirm

Click next and your changes will appear. Click Submit Enrollment for the final step.

HSA Account 2023

Welcome

Manage Dependents

Select Benefits

Review and Submit

Review and Submit

209 days left to enroll

Effective: May 23, 2023

Employer Cost Per Paycheck

\$0.00

Your Cost Per Paycheck

\$50.00

Your benefit elections will not be effective until you click Submit enrollment.

Enrolled Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

Health Savings Account

HSA 2023

Effective: May 23, 2023

Who is Covered?

You

Annual Contribution

\$1,800.00

Enrolled

Your Cost

\$50.00

Show cost details

Finish later

← Back

Submit enrollment