

COVID-19 Pandemic Mid-Year Flexible Spending Account Update Instructions Posted April 2021

In order to change or contribute funds to your 2021 plan year FSA, you must start a Benefit Change Event in Workday.

- Log into **Workday** through Workspace ONE single sign on page.
- On the Home page click the **Benefits** (Shield) Icon
- Under the **Change** box, select the **Benefits** link
- **Benefits Event type** select **Pandemic Mid-Year Change**
- **Benefits Event Date** should be **today's date**
- **Click Submit**
- Next click **Open →**
- Click the **Let's Get Started** button to open this event.
- Click on the **Manage** link on the [General Purpose, Limited Purpose and/or Dependent Care] FSA tile as appropriate.
- First screen is the Plans Available screen - keep the plan elected
- Click the **Confirm and Continue** button to advance to the screen to make the contribution changes
- In the **“Annual Amount?”** box, you will enter the new annual amount you want to contribute. The system will automatically convert the annual amount into the per pay period contribution and take into account any previously made contributions.
- If you wish to stop contributions change the per pay period amount to **\$0.00**

For more information on the FSA accounts, visit benefits.vmware.com > Savings > [Flexible Spending Accounts \(FSA\)](#)