



Pima County Human Resources-Benefits

ADP / Employeese

HSA Payroll Changes Assistance Manual

12/01/2011 -12/15/2011

Go to the ADP Employee Home Page

<https://home.eease.com/gateway>

Type in your **user name**, **company identifier**, and **password**.

user name is your EIN without the leading zeros

company identifier is pimacounty

password is what you chose when you logged in previously. If you forgot your password, click on “Forgot your password?” and follow the instructions. Contact your Departmental Benefits Representative you are unable to reset your password.

Then, click on **Login**.

ADP will now lead you through the steps you need to take to change your HSA payroll deduction amount

As you progress through the screens, instructions will be available on the screen and in the sidebars on the right side of the screen. If necessary, use the scrollbar on the side of the page to view additional information.

Click “Show” to read the full note.

Choose “Walk me through this process” to be guided through all of your options.

This process will allow you to add dependents; however, enrollment changes are not allowed at this time unless you have a qualified family status change.

Click on **Start**.

**Health Savings Account (HSA) –
Note: If you are not enrolled in the
HDHP, these plans are not available.**

The only option available at this time is to
change your HSA contribution amount

Click on the drop-down box for your level of
coverage (EE + Dependents or EE Only) and
select Per Pay Period amount.

Type in the Per Pay Period Dollar Amount
you wish to contribute. Per Pay Period
Amounts for 2012 may not exceed \$163.46
for EE + Dependents or \$80.77 for single
coverage.

Then, click on **Continue**.

Plan	Coverage	Deductions per year	You Pay (per deduction)
<input checked="" type="radio"/> JPMorgan/Chase: Health Savings Account - EE + Dependents, Employees	You may elect to contribute up to \$4,150.00 per year. Per Pay Period \$	--	\$159.61
<input type="radio"/> JPMorgan/Chase: Health Savings Account - EE Only, Employees (unavailable)	You may elect to contribute up to \$2,050.00 per year. Annual Amount \$	--	--

Health Savings Account-Catch Up

Note: If you are not enrolled in the HDHP you will not have this plan available.

If you enrolled in the HDHP and are over age 55, and wish to take advantage of the Catch Up option, click on the drop-down box and select Per Pay Period amount. Type in the Per Pay Period Dollar Amount you wish to contribute. The Per Pay Period Amount cannot exceed \$38.46.

If you are under age 55 or do not wish to enroll in catch up contributions, select the **Decline** box.

Then, click on **Continue**.

Plan	Coverage	Deductions per year	You Pay (per deduction)
HSA Catch Up - Over 55	JPMorgan/Chase Health Savings Account - Over 55 Catch up, Employees	You may elect to contribute up to \$1,000.00 per year.	\$34.61

Benefits Summary

Review the Benefits Summary for correctness. Use the scrollbar on the side of the page to scroll down to the bottom.

If you need to change your HSA amounts, click **Make More Changes**.

If you are satisfied with the HSA amounts, click **Submit to Administrator**.

	You Pay (bi-weekly)	Employer Pays (bi-weekly)
Medical		
Medical Coverage declined		
Dental		
Dental Coverage declined		
Life		

Changes can only be processed if click Submit to Administrator.

Once you've submitted your information, **make sure to Log Out** by clicking **Logout**.

Logout

About Current Benefits Summary

This page shows your benefit elections and coverage levels.

How do I change my Benefits? [Show](#)

If you need additional instructions such as retrieving a forgotten password, please refer to the **User Assistance Manual** available on the Benefits Website.