

Updating Your Employee Health Savings Account

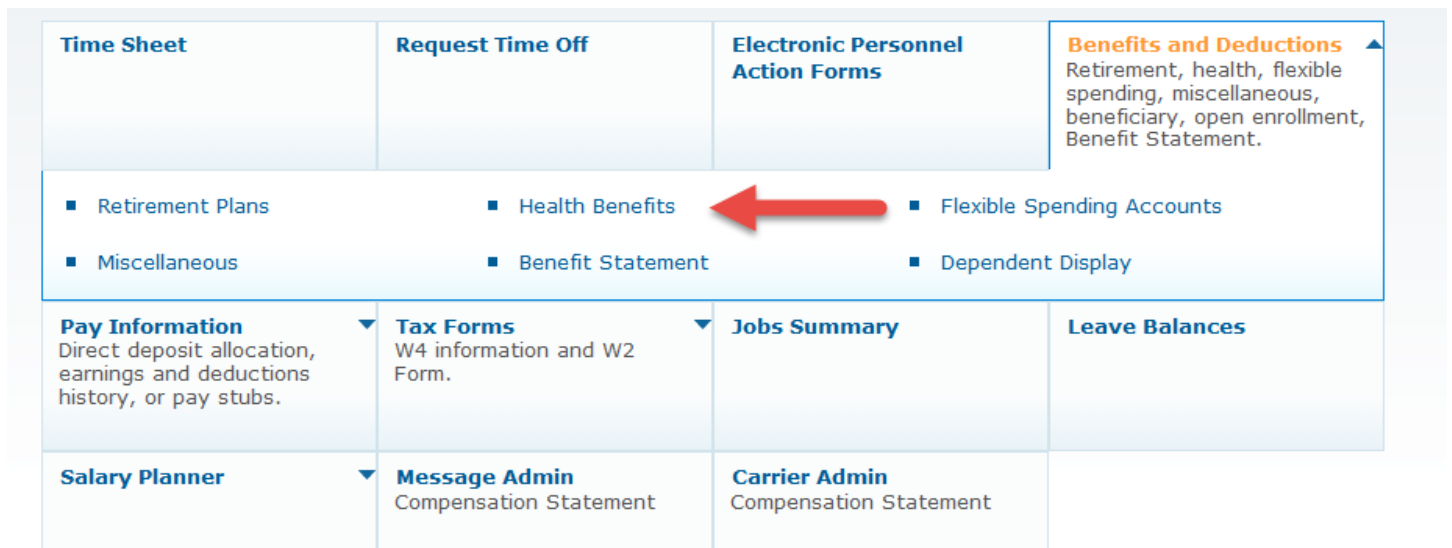
We have implemented online updating of HSA contributions through the employee self-service tools of Banner.

To access self-service through the LCC Portal you may go to: <http://starnetb.lcc.edu/ssomanager/c/SSB>

In the self-service application if you click on "Employee" you will see a link to "Benefits and Deductions".



When you click on "Benefits and Deductions", select the "Health Benefits" option.



You will see any benefits you are enrolled in- Dental, Health, etc. You will also see "Health Savings Account - Employee Contribution". This is the option you have available to update (set-up, cancel, increase or decrease) your employee contribution to your Health Savings Account.

Health Savings Account - Employee Contribution

Benefit or Deduction as of date: Oct 24, 2013

Status of Benefit or Deduction: Active

Start Date: Jun 23, 2013

End Date:

HSA Employee Contribution: .00

[History](#) ■ [Update](#) ■ [Contributions or Deductions](#)

When you select "Update" underneath this option, you will see:

Update Health

[Home](#) > [Update Health](#)

Change the information and select Submit Changes to update your health benefits or deductions.

* - indicates a required field.

Health Savings Account - Employee Contribution

Deduction Effective as of:	Oct 13, 2013
Status:	Active ▾
Effective Date of Change MM/DD/YYYY:*	10/13/2013
Note: Effective Date must be after Oct 12, 2013 the date you were last paid.	
HSA Employee Contribution 999999.99 :*	<input type="text" value=".00"/>

Effective dates for changes must always be after your last date paid, as noted on the update page and must always be based on the start date of the pay period.

The dollar amount that you put as HSA Employee Contribution is the amount that will be deducted out of every paycheck until you change it. The system will automatically track when you reach the IRS designated annual maximum for each tax year. For 2017, this amount is \$3,400 for single person plans and \$6,750 for 2-person and family plans. An additional \$1,000 contribution per year is allowable for those age 55 and up.

Please contact the Human Resources Office at lcc-hr-benefits@lcc.edu if you have any questions regarding this information.