

To request a mid-year change to your Health Care and/or Dependent Care FSA election without being tied to a qualifying life event, please log into Workday and initiate a change as follows:

- From your Home Landing page in Workday, click on the Benefits Worklet under the Applications
- A new screen will open. Under Change, click on Benefits
- A new screen will open. For the Change Reason on the drop-down menu, select: 2021 CAA Flexible Spending Change
- Input today's date or any date in the future for the Benefit Event Date (all changes will be effective the first of the month following) your request.
- A new screen will open. Click on the OPEN button to begin your election change.
- Once you have made your changes, please click on the CONTINUE button.
- A new screen will open for you to review your elections. Please review then click the SUBMIT button to route your election to a benefits partner for approval