

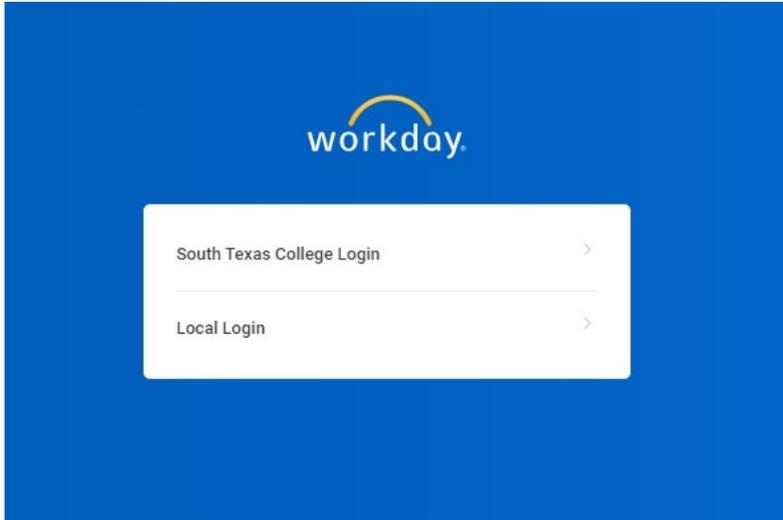
Managing Your Benefits in Workday

Through Workday, you can easily manage your benefits by reporting coverage changes and updating your benefit elections. This guide provides general instructions, so please contact the Benefits team for further assistance with any specific questions.

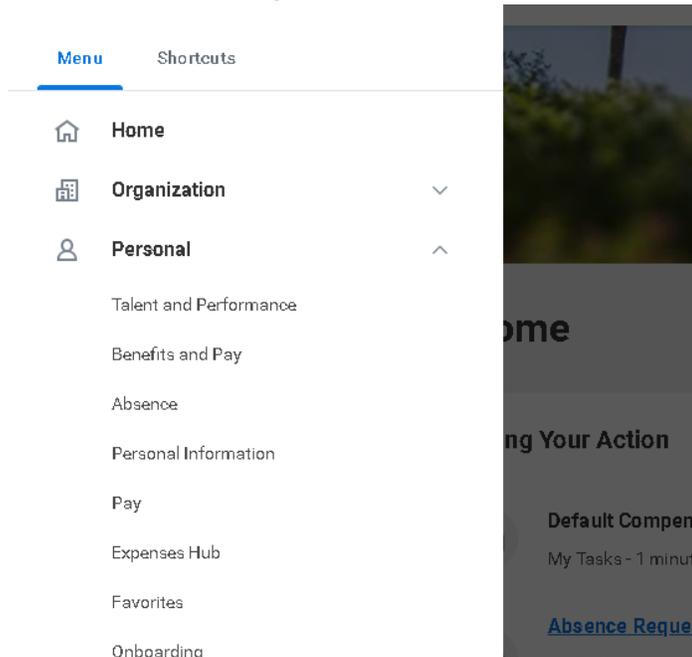
UPDATE SUPPLEMENTAL RETIREMENT CONTRIBUTIONS (403b or 457)

STEP 1: LOG IN TO WORKDAY

1. Select South Texas College Login and Enter your username and password.



2. Select **MENU** and navigate to **PERSONAL**

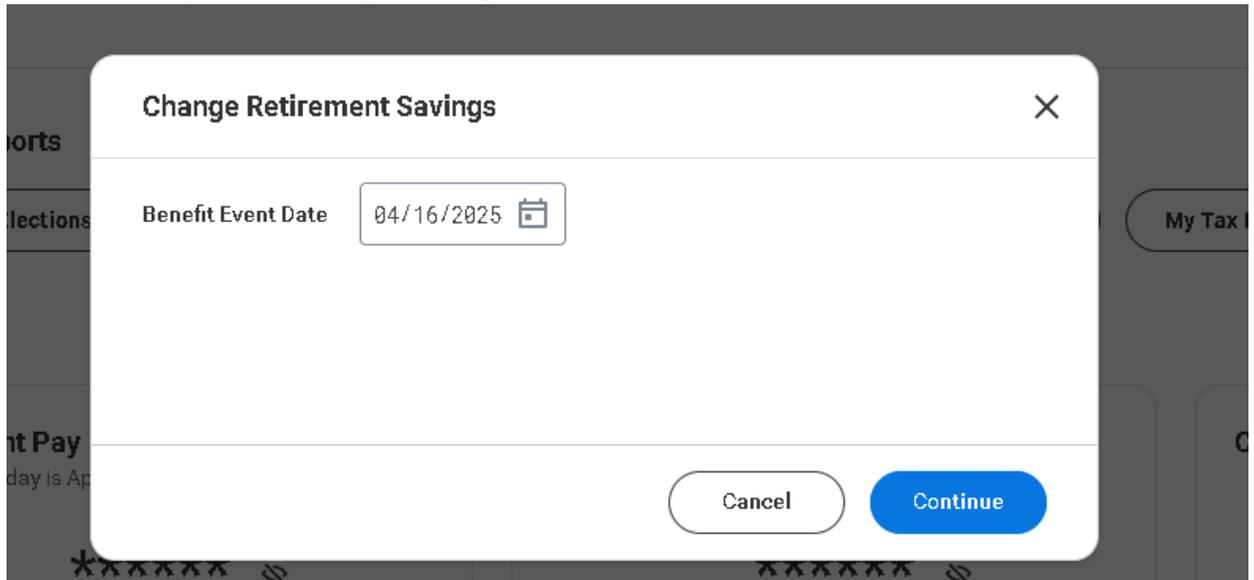


3. Select **BENEFITS and PAY**

4. Select **CHANGE RETIREMENT SAVINGS** under Tasks and Reports



5. Enter the date you would like your change to take effect



6. Select **ENROLL** or **MANAGE** on the corresponding plan type

Change Retirement Savings

Projected Total Percentage
0%

Projected Total Amount Per Paycheck
\$0.00

Retirement

 **403B Annuities**
Waived

Enroll

 **TexaSaver 457**
Waived

Enroll

7. For **403b Annuities**: Select your annuity plan from the list

403B Annuities

Projected Total Percentage 0% Projected Total Amount Per Paycheck \$0.00

Plans Available

Select a plan or Waive to opt out of 403B Annuities.

15 items

Benefit Plan	*Selection
Corebridge Financial (formerly AIG retirement Services-Valic)	<input type="radio"/> Select <input checked="" type="radio"/> Waive
Equitable	<input type="radio"/> Select <input checked="" type="radio"/> Waive
Fidelity Investments	<input type="radio"/> Select <input checked="" type="radio"/> Waive
Fiduciary Trust Company of New Hampshire	<input type="radio"/> Select <input checked="" type="radio"/> Waive
Global Atlantic (issued by commonwealth)	<input type="radio"/> Select

8. Enter the contribution amount you would like **per pay period**:

403B Annuities - Corebridge Financial (formerly AIG retirement Services-Valic)

Projected Total Percentage 0% Projected Total Amount Per Paycheck \$0.00

Contribute

Enter how much you want to contribute as an amount.

Contribution Type Amount

Per Paycheck Contribution (\$)

Maximum Amount: \$4,999,999,999.50

9. For TexaSaver 457: Select the plan type

TexaSaver 457

Projected Total Percentage 0% Projected Total Amount Per Paycheck \$0.00

Plans Available

Select a plan or Waive to opt out of TexaSaver 457.

2 Items

Benefit Plan	*Selection	You Contribute (Semimonthly)
Empower Retirement	<input type="radio"/> Select <input checked="" type="radio"/> Waive	
Empower Retirement Roth	<input type="radio"/> Select <input checked="" type="radio"/> Waive	

10. Select contribution type and amount you would like to contribute **per pay period**:

TexaSaver 457 - Empower Retirement

Projected Total Percentage 0% Projected Total Amount Per Paycheck \$0.00

Contribute

Enter how much you want to contribute as an amount or a percentage.

Contribution Type * must have a value.

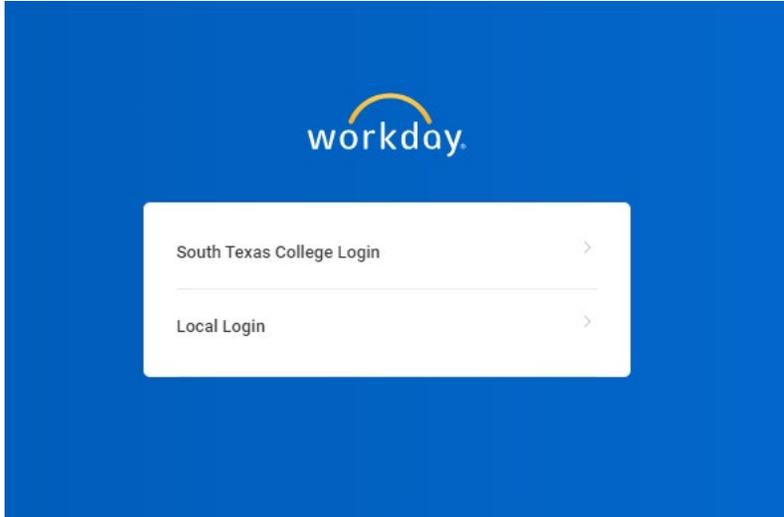
- select one
- Amount
- Percentage

11. Once changes have been made, select **review** and **submit** at bottom of screen.

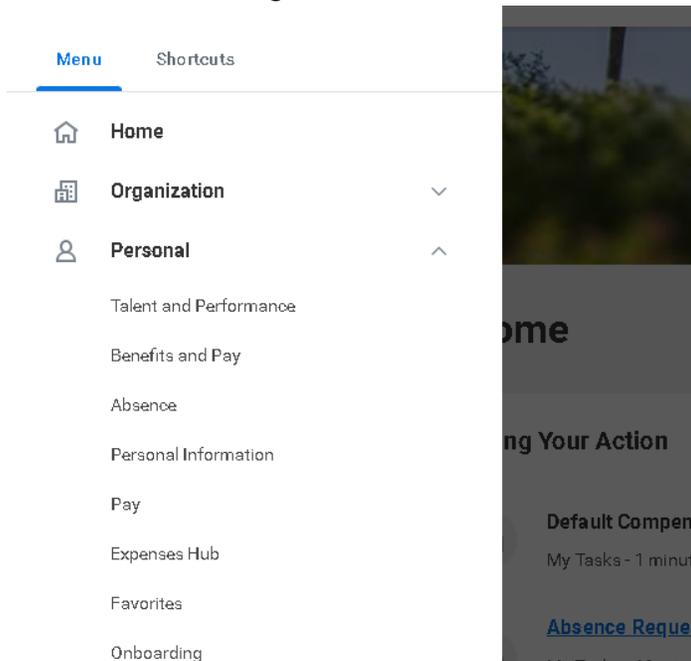
UPDATE VOLUNTARY DEDUCTIONS

STEP 1: LOG IN TO WORKDAY

1. Select South Texas College Login and Enter your username and password.



2. Select **MENU** and navigate to **PERSONAL**



3. Select **BENEFITS and PAY**

4. Navigate to **VOLUNTARY DEDUCTIONS** on left hand side.

The screenshot shows a user interface for 'Benefits and Pay'. On the left is a navigation menu with the following items: Overview (highlighted in blue), Benefits (with a dropdown arrow), Pay (with an up arrow), Payments, Tax, Voluntary Deductions (highlighted in yellow), Loans and Advances, and Compensation (with a dropdown arrow). On the right, under 'Tasks and Reports', there is a button for 'Withholding Elections'. Below that is an 'Overview' section with a card for 'Most Recent Pay' which states 'Your next pay day is April 31' and includes a 'Take Action' button with three stars. Another card shows 'Gross Pay' with a 'View Most Recent Pay' link. At the bottom, there is a section for 'Annual Total Rewards' with a sub-header 'A summarization of your ar'.

5. Select either **ADD** to enroll in new deduction or **EDIT** to adjust current contribution.

Voluntary Deductions

The screenshot shows the 'Voluntary Deductions' section. At the top left is an 'Add' button highlighted in yellow. Below it is a table with one item. The table has the following columns: Deduction, Start Date, End Date, Frequency, Input Type, Value, and Next Payment Date. The data row contains: 'EE - Creating Magic for Jags', '01/01/2025', an empty cell, 'Ongoing', 'Amount', '5.00', and '04/30/2025'. An 'Edit' button is highlighted in yellow at the end of the row.

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date
EE - Creating Magic for Jags	01/01/2025		Ongoing	Amount	5.00	04/30/2025

- If adjusting contribution, you must select an end date via the EDIT option of your current contribution.

Edit Voluntary Deduction

Worker Perez Zuniga, Annel V

Deduction * EE - Creating Magic for Jags

Purpose (empty)

Frequency One-time
 Ongoing

Pay Cycle Frequency Semimonthly

Start Date 01/01/2025

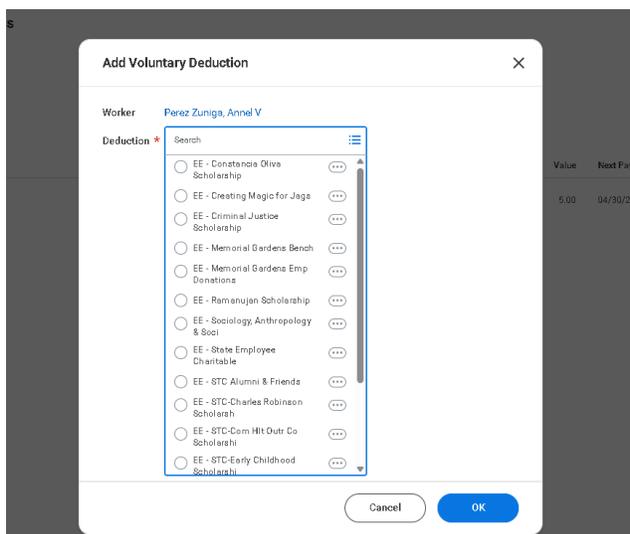
End Date MM/DD/YYYY 

Next Payment Date 04/30/2025

Type Amount
 Percent

Value 5

- Once an end date is entered you will navigate to the **ADD** button and enter your new contribution amount. Select the corresponding plan from the drop-down list.



8. Select the frequency of contribution, start date and amount. Then select ok to save.

Add Voluntary Deduction ✕

Worker Perez Zuniga, Annel V

Deduction * ✕ EE - Creating Magic for Jags ⋮ ☰

Frequency * One-time
 Ongoing

Date * 04/16/2025 📅

Next Payment Date 05/15/2025

Type * Amount
 Percent

Value * 0

Cancel OK

Value	Next Payment Date
5.00	04/30/2025