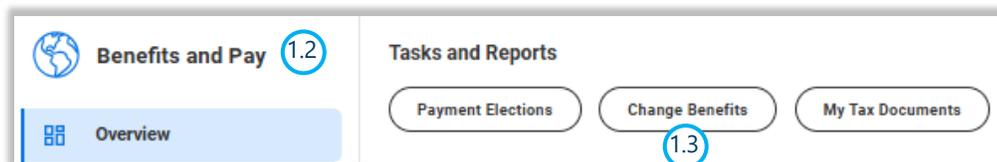




EMPLOYEE EMERGENCY FUND (EEF) ENROLLMENT

This guide explains how employees enroll in and modify contributions to the Employee Emergency Fund (EEF) in Workday. This process was modified March 1, 2025.

Note: Contribution to the Employee Emergency Fund is encouraged but not required.



1. Request a benefit change.

- 1.1. Log in to Workday.
- 1.2. Click on the [Benefits & Pay] hub in the "Your Top Apps" section.
- 1.3. Click [Change Benefits] in the "Tasks and Reports" section.
- 1.4. Select [Change Emergency Fund] in the "Change Reason" dropdown.
- 1.5. Select the [Event Date] on which you'd like the change to take place.
Important: New hires must use an Event Date later than their hire date.
- 1.6. Click [Submit].

2. Change your Employee Emergency Fund contribution.

- 2.1. Click [Open] on the submission notification that follows the prior step.
- 2.2. Click [Let's Get Started].
- 2.3. Click [Manage] in the Emergency Fund tile in the "Additional Benefits" section.
- 2.4. Click [Select] in the Employee Emergency Fund selection column.
- 2.5. Click [Confirm & Continue].
- 2.6. Type the amount you'd like to contribute each paycheck in the "Per Paycheck Contribution" field.
- 2.7. Click [Save].

3. Finalize your benefits.

- 3.1. After you finish updating your benefit selections, click [Review and Sign].
- 3.2. Review your contribution amount.
- 3.3. Read the legal notice and click [I Accept].
- 3.4. Click [Submit].
- 3.5. Click [Done].