



You can enroll or update your Retirement Savings (TIAA) in Workday. All other changes to Benefits will be done outside of Workday. To make changes to DMBA benefits go to www.dmba.com or call 800-777-3622.

I. Change Benefits

From the Workday home page:

1. Click your **Profile** picture in the top right corner.
2. Click the View **Profile** button.



3. Click the **Actions** button under your profile picture.



4. Hover over **Benefits** and select **Change Benefits**.



5. Select the **TIAA Enrollment/Changes** radio button for the Change Reason.

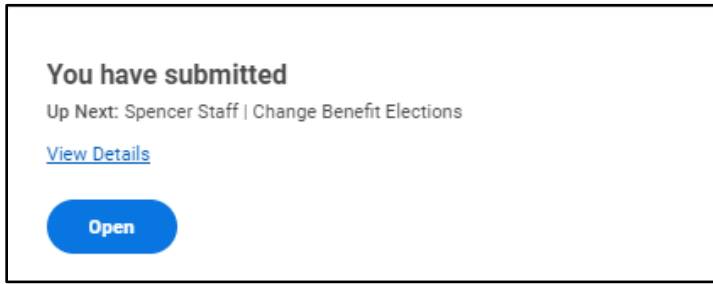


6. Click the **Calendar** icon and select the **Date** for the benefit change.

Note: *The Submit Elections By and Benefits Offered auto populates.*

7. Click the **Submit** button.

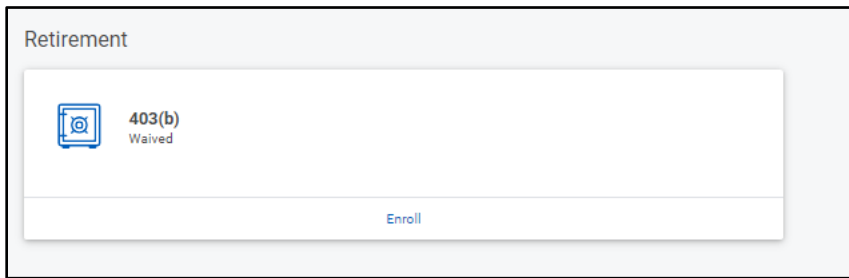
8. In the pop up click the **Open** button to change your benefit elections.



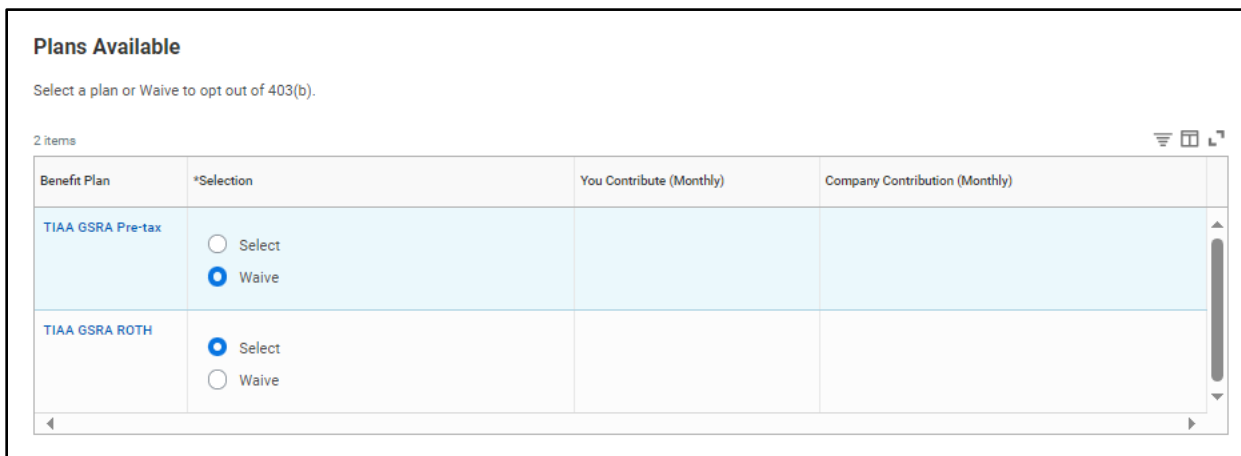
9. Click the **Let's Get Started** button to start enrolling in benefits.



10. In the *Retirement* section click **Enroll** in the 403(b) box.



11. Click **Select** to enroll in the plan or select **Waive** to opt out.



12. Click the **Confirm and Continue** button at the bottom of the screen.



13. Enter the **Percentage** you wish to contribute.

14. When you are done, click the **Save** button. If you do not wish to make any changes, click the **Cancel** button.

Note: *Your 403(b) changes have been updated, but not submitted.*

15. Click the **Review and Sign** button once you are ready to submit your changes.



16. Review the benefits summary.

17. Review the TERMS OF SALARY REDUCTION (TAX-DEFERRED) AGREEMENT.

18. Check the **I Accept** check box.

 I Accept

19. Click the **Submit** button.



What's Next? ►

- The process is routed for review and approval.