How to Change your Retirement Contributions

**Only your New Hire election is completed in WorkDay, you must go here to make any future changes.**


If you have not gone to this site before you will need to Register!

Once registered:

1. Sign in and this should be the next page you see:
2. Click on Account & Benefits:

3. Go to Manage Contributions:

4. Choose SRA:

5. Choose Contribution Amount:
6. Here is where you can change the percentage that you contribute:

7. Once you have made the change, click Change Contribution Amount.

*Please note that the system needs time to process so you will need to complete your changes before the 10th of the month if you are monthly and at least one week in advance if you get paid biweekly.*