

# Workday Instructions for 457B Plans

You may make changes to your 457B or enroll in a new 457B plan at any time during the year. The minimum contribution per pay period is \$5.

## Enroll in a New 457B Plan

1. From the Workday homepage, click on Benefits (with the heart)
2. Click on Change under Benefits
3. Select 457(B) New Enrollment from the dropdown menu
4. The effective date will be that day's date or a future date
5. In the attachment box, click the + icon, then Attach. You will need to upload proof of a new account, such as a letter from your 457B provider, an account statement, or a confirmation email.
6. Click Submit
7. Click Open on the next page
8. Click Elect next to the Nationwide 457B plan, and then enter the amount you want taken out per pay period in the Employee Contribution box
9. Click Continue
10. Review changes, click I Agree checkbox, and then Submit

The changes will come to the Benefits Department for approval, so there may be a delay before it shows on your Workday Benefits.

## Change Contributions to an Existing 457B Plan

1. From the Workday homepage, click on Benefits (with the heart)
2. Click on Change under Benefits
3. Select 457(B) Changes to Existing Contributions from the dropdown menu
4. The effective date will be that day's date or a future date
5. Click Submit
6. Click Open on the next page
7. Change the amount you want taken out per pay period from your current contribution to your new contribution in the Employee Deduction box
8. Click Continue
9. Review changes, click I Agree checkbox, and then Submit

The changes will come to the Benefits Department for approval, so there may be a delay before it shows on your Workday Benefits.

### Cancel an Existing 457B Plan

1. From the Workday homepage, click on Benefits (with the heart)
2. Click on Change under Benefits
3. Select 457(B) Termination of Existing Contributions from the dropdown menu
4. The effective date will be that day's date or a future date
5. Click Submit
6. Click Open on the next page
7. Select Waive next to the Nationwide 457 Box
8. Click Continue
9. Review changes, click I Agree checkbox, and then Submit

The changes will come to the Benefits Department for approval, so there may be a delay before it shows on your Workday Benefits. If you wish to re-start your deductions in the future, you will need to use the 457B New Enrollment event and upload proof of your account.