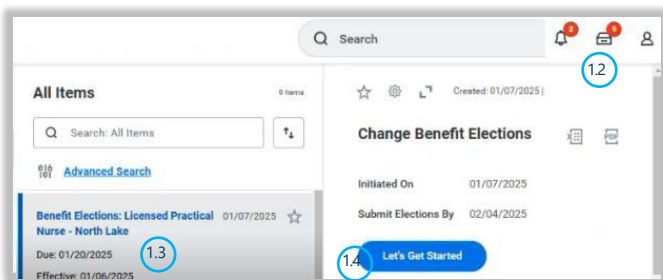# EMPLOYEE EMERGENCY FUND (EEF) ENROLLMENT

This guide explains how employees enroll in and modify contributions to the Employee Emergency Fund (EEF) through Workday.

Note: Contribution to the Employee Emergency Fund is voluntary and much appreciated.

New Hire

1. **Go the Change Benefit Election task.**
   1.1. Log in to Workday.
   1.2. Click on the [*My Tasks*] inbox tray icon.
   1.3. Click on [*Benefit Elections*] task.
   1.4. Click [*Let's Get Started*].
2. **Go to the Emergency Fund**
   2.1. Click [*Enroll*] on the Emergency Fund tile in the "Additional Benefits" section.
   2.2. Click [*Select*] in the Employee Emergency Fund selection column.
   2.3. Click [*Confirm and Continue*].
3. **Enter your contribution amount.**
   3.1. Type the amount you'd like to contribute each paycheck in the "Per Paycheck Contribution" field.
   3.2. Click [*Save*].
4. **Finalize your benefits.**
   4.1. After you finish updating your benefit selections, click [*Review and Sign*].
   4.2. Review your contribution amount.
   4.3. Read the legal notice and click [*I Accept*].
   4.4. Click [*Submit*].
   4.5. Click [*Done*].

Edit Contribution
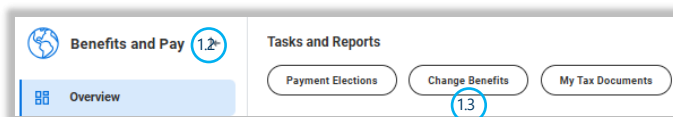
1. **Request a benefit change.**
   1.1. Log in to Workday.
   1.2. Click on the [Benefits & Pay] hub in the "Your Top Apps" section.
   1.3. Click [*Change Benefits*] in the "Tasks and Reports" section.
   1.4. Select [Change Emergency Fund] in the "Change Reason" dropdown.
   1.5. Select the [*Event Date*] on which you'd like the change to take place.
   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*].