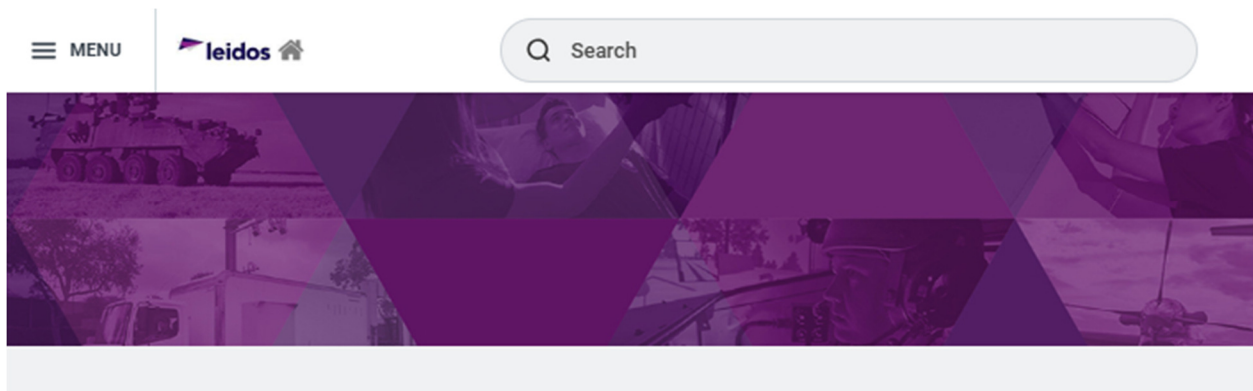
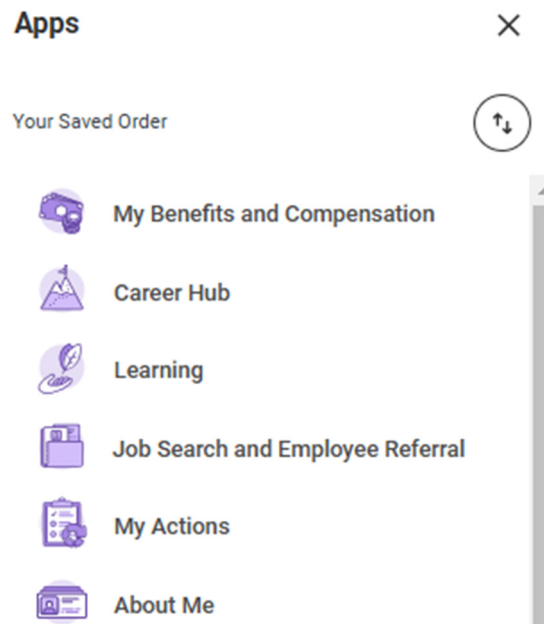


Steps for Changing Your Commuter Benefits Program Contribution in Workday

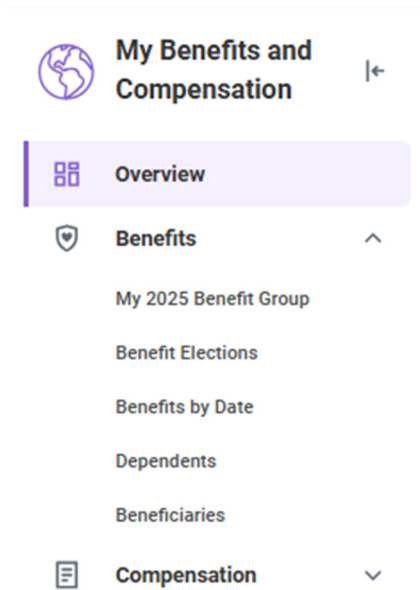
1. Login to [Workday](#), Leidos' HR System
2. Select '**Menu**' located in the top left corner



3. Select '**My Benefits and Compensation**'

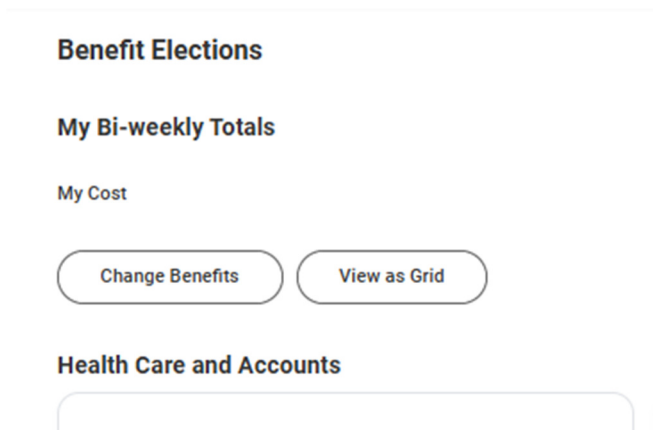


4. From the 'Benefits' drop down menu, select "**Benefit Elections**"



The screenshot shows a navigation menu for 'My Benefits and Compensation'. The menu is titled 'My Benefits and Compensation' with a globe icon and a left-pointing arrow. Below the title, there are three main sections: 'Overview' (with a grid icon), 'Benefits' (with a shield icon and an upward-pointing arrow), and 'Compensation' (with a list icon and a downward-pointing arrow). Under the 'Benefits' section, there are several sub-items: 'My 2025 Benefit Group', 'Benefit Elections', 'Benefits by Date', 'Dependents', and 'Beneficiaries'.

5. Select "**Change Benefits**" under *Benefit Elections and My Cost*



The screenshot shows the 'Benefit Elections' page. The page has a header 'Benefit Elections' and a sub-header 'My Bi-weekly Totals'. Below the sub-header, there is a section titled 'My Cost' which contains two buttons: 'Change Benefits' and 'View as Grid'. Below the 'My Cost' section, there is a section titled 'Health Care and Accounts' which is currently empty.

6. Select "**Commuter Benefits Program**" in the Benefit Event Type drop down menu and enter *today's date* (please note: your deduction change will be held until first of the following month, unless today is the 1st of the month), and click "**Submit**".

Change Reason * Commuter Benefits Program ▼

Benefit Event Date * 12/27/2024 📅

Submit Elections By 01/26/2025

Benefits Offered [Commuter - Parking](#)
[Commuter - Transit](#)

Submit Save for Later Cancel

7. Click "**Open**" on the "You have submitted" popup window.

✕

You have submitted

Up Next: | Change Benefit Elections | Due
Date 12/29/2024

[View Details](#)

Open

8. Select “Enroll” or “Manage” under the Parking or Transit plan

Commuter Benefits Program

Projected Total Cost Per Paycheck
\$50.00

▼ Enrollment Instructions

The Commuter Benefits Program (CBP) is administered by HSA Bank. This program allows you to pay for qualified parking and public transit with pre-tax dollars from your paycheck.

- **Transit** - Covers eligible workplace transit expenses such as the price of tickets, vouchers, and passes to ride a subway, train, or city bus, or the costs of transportation in a commuter highway vehicle (e.g., vanpool), if such transportation is for purposes of travel between a residence and place of employment.
- **Parking** - Covers eligible workplace parking expenses, including parking lots or garages at or near where you work, as well as train stations, vanpool stops, commuter lots and anywhere you get transportation to work. Parking on or near property used for residential purposes does not qualify.

Using Your Benefits
You can start, stop, or change your commuter at any time during the year. Because your election change is subject to payroll closing changes, your payroll deduction will not occur until the first pay period of the following month. Transit expenses must be paid for using the HSA Bank debit card. Parking expenses can be paid for using the HSA Bank debit card or by submitting a receipt for reimbursement to HSA Bank. Important: You must submit all parking claims within 180 days of receiving the service to get reimbursed.

Reimbursement Limitations
The monthly maximum pre-tax deduction amount:

- Transit: \$325
- Parking: \$325

Additional Information

- Reimbursement funds are available once deducted from your paycheck.
- Unused Commuter Benefits carry over to the following year.

Additional Benefits

Commuter - Parking
HSA Bank

Contribution per paycheck: \$50.00

[Manage](#)

Commuter - Transit
Waived

[Enroll](#)

9. Click “Select” and then “Confirm and Continue” to proceed to the next page to enter amount

Commuter - Parking

Projected Total Cost Per Paycheck
\$50.00

Plans Available

Select a plan or Waive to opt out of Commuter - Parking.

Benefit Plan	*Selection	You Pay (\$/week)
HSA Bank	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$50.00

▼ Additional Benefits Instructions

General Instructions

The Commuter Benefits Program (CBP) is administered by HSA Bank. This program allows you to pay for qualified parking with pre-tax dollars from your paycheck.

- **Parking** - Covers eligible workplace parking expenses, including parking lots or garages at or near where you work, as well as train stations, vanpool stops, commuter lots and anywhere you get transportation to work. Parking on or near property used for residential purposes does not qualify.

Using Your Benefits
You can start, stop, or change your commuter at any time during the year. Because your election change is subject to payroll closing changes, your payroll deduction will not occur until the first pay period of the following month. Parking expenses can be paid for using the HSA Bank debit card or by submitting a receipt for reimbursement to HSA Bank. Important: You must submit all parking claims within 180 days of receiving the service to get reimbursed.

Reimbursement Election and Limitations

- The monthly maximum pre-tax deduction amount for Parking is \$325
- Deductions are taken from 2 paychecks in the month. For months where a 3rd check occurs, a Commuter deduction will not be taken.
- When enrolling, even the amount per paycheck not to exceed \$325 per month.

Example: If the monthly elected amount is \$300, enter \$150 in the Per Paycheck field.

Additional Information

- Reimbursement funds are available once deducted from your paycheck.
- Unused Commuter Benefits carry over to the following year.

[Confirm and Continue](#) [Cancel](#)

10. Enter the amount you would like to contribute per paycheck and then click **“Save”**
*Please note that per paycheck deductions will only occur two times per month (four times per month if paid weekly). Any months where additional checks occur will not have a Commuter deduction.

Commuter - Parking - HSA Bank

Projected Total Cost Per Paycheck
\$50.00

Contribute

Enter an amount that you will contribute to this plan.

Per Paycheck Contribution (\$)

Minimum Amount: \$1.00
Maximum Amount: \$157.50

Additional Benefits Instructions

General Instructions

The Commuter Benefits Program (CBP) is administered by HSA Bank. This program allows you to pay for qualified parking with pre-tax dollars from your paycheck.

- Parking** - Covers eligible workspace parking expenses, including parking lots or garages at or near where you work, as well as train stations, vanpool stops, commuter lots and anywhere you get transportation to work. Parking on or near property used for residential purposes does not qualify.

Using Your Benefits

You can start, stop, or change your commuter at any time during the year. Because your election change is subject to payroll closing changes, your payroll deduction will not occur until the first pay period of the following month. Parking expenses can be paid for using the HSA Bank debit card or by submitting a receipt for reimbursement to HSA Bank. **Important:** You must submit all parking claims within 180 days of receiving the service to get reimbursed.

Reimbursement Election and Limitations

- The monthly maximum pre-tax deduction amount for Parking is \$325
- Deductions are taken from 2 paychecks in the month. For months where a 3rd check occurs, a Commuter deduction will not be taken.
- When electing, enter the amount per paycheck not to exceed \$325 per month.

Example: If the monthly elected amount is \$300, enter 4.16 in the Per Paycheck field.

Additional Information

- Reimbursement funds are available once deducted from your paycheck.
- Unused Commuter Benefits carry over to the following year.

11. Select **“Review and Sign”**. Once election is reviewed, check the **“I Accept”** box under the Electronic Authorization and click **“Submit”**

View Summary

Projected Total Cost Per Paycheck
\$50.00

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Commuter - Parking HSA Bank	12/23/2024	01/01/2025	\$50.00			\$50.00

Waived Benefits 1 item

Commuter - Transit					Waived	
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Total Benefits Cost 1 item

Employee Cost	Net Cost
\$50.00	\$50.00

Attachments

Drop files here

Electronic Signature

On behalf of myself and my eligible dependent(s), I certify that the benefit elections that I have made are true and correct and that I have read and understand the information regarding the Plans. I also understand that all benefits programs offered by Leidos have covered benefits, exclusions and other limitations. Details regarding plan coverage are available in the Summary Plan Descriptions, which are accessible online at <http://benefits.leidos.com> or from Employee Services at 1-855-553-4367, option 3, or email AskHR@leidos.com.