
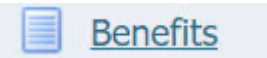

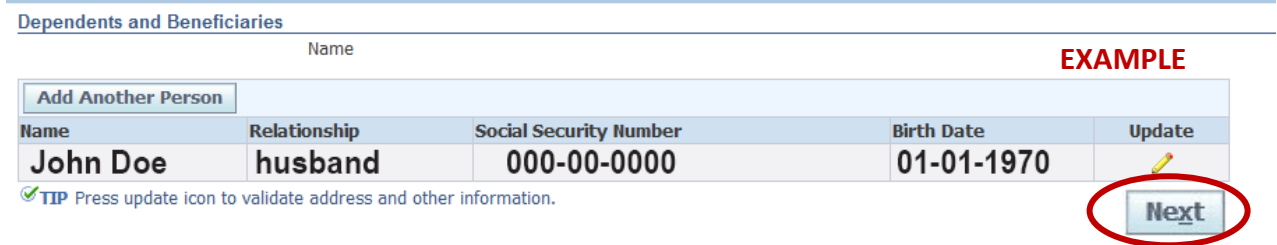


OPUS Guide: Health Savings Account Contributions

This guide shows the steps to follow in OPUS to start, change or stop your Health Savings Account (HSA) contribution. Please note:

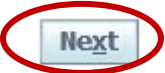
- You may start/stop/change your HSA contribution at any time during the year.
- Contribution changes are effective on the first day of the next pay period. The effective date is shown on the confirmation screen and the confirmation statement which is available for printing.
- The total of your contribution *plus* the funding providing by Pinellas County cannot exceed the IRS annual maximum for the calendar year. For the current IRS maximums, visit the HSA webpage at www.pinellascounty.org/hr/hsa.

<p>➤ Log into OPUS</p>	<p>http://opus.pinellascounty.org</p>
<p>➤ Select PIN Employee Self Service</p>	
<p>➤ Select Benefits</p>	
<p>➤ The disclaimer page will appear.</p> <p>➤ Click the button next to Accept at the bottom of the page if you agree to the terms.</p> <p>➤ Click Next in the bottom right to continue.</p>	
<p>➤ Your current dependents and beneficiaries will appear. No action is needed.</p> <p>➤ Click Next in the bottom right to continue.</p>	

- Click the button next to **Pinellas County HSA Contributions**.
- Click **Next** in the bottom right to continue.

Please select a Program to update.

Select Program Name	
<input type="radio"/>	Pinellas County Group Insurance
<input checked="" type="radio"/>	Pinellas County HSA Contributions



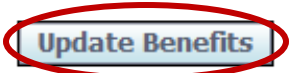
NOTE: You will only see this program name if you have an open, active HSA account with Optum.

- You will see contributions elected on June 8, 2019 or later with this process.
- Contributions elected under the previous process (prior to June 8, 2019) are still in effect but will not appear.

Benefit Selections					EXAMPLE
Plan	Coverage Start Date	Coverage Amount	Employee Pre-tax Cost	Employee Post-tax Cost	
PIN HSA Payroll - PIN HSA Family	14-Apr-2019		150.00	0.00	
PIN HSA Payroll - PIN HSA Family Catch up	14-Apr-2019		150.00	0.00	
Total			300.00	0.00	

NOTE: If you are age 55+ you will also see a catch-up contribution box as shown in this example.

- Click **Update Benefits** in the bottom right to start, stop, or change your HSA contribution.



- Check the **Select** box(es) and enter your **per pay period contribution** into the box(s) shown.

EXAMPLE

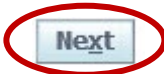
PIN HSA Payroll

IMPORTANT: Please enter the same dollar amount in both fields if a "catch up" option is shown. Contribution amounts are effective on the first of the next payroll period. Your annual contributions plus the County contribution cannot exceed the IRS annual maximum Handbook for current IRS maximums.

Plan	Select	Annual Cost	Pre-tax Cost
PIN HSA Family	<input checked="" type="checkbox"/>	5,200.00	<input type="text" value="200.00"/>
PIN HSA Family Catch up	<input checked="" type="checkbox"/>	5,200.00	<input type="text" value="200.00"/>

*NOTE: If you are age 55+ you will also see a catch-up contribution box. Please enter the **same amount in both boxes**. The deduction will be the dollar amount you enter. In this example, \$200, not \$400.*

- Click **Next** in the bottom right corner of the screen to continue.



- You will see a confirmation of your new election.

EXAMPLE

 **Confirmation**

Your changes have been saved. To make additional changes, return to the Overview page and repeat the process. Please print this page fo

Confirmation Statement

Name

Program **Pinellas Co**

 **TIP** Click Confirmation Statement to get a PDF document of your enrollments. Click Finish to complete the enrollment process, then click the l

Benefit Selections

Plan	Coverage Start Date	Coverage Amount	Employee Pre-tax Cost	Employee Post-tax Cost
PIN HSA Payroll - PIN HSA Family	14-Apr-2019		200.00	0.00
PIN HSA Payroll - PIN HSA Family Catch up	14-Apr-2019		200.00	0.00
Total			400.00	0.00

NOTE: If you are age 55+ you will also see a catch-up contribution box. The deduction will be the dollar amount you enter. In this example, \$200, not \$400.

- If desired, click **Confirmation Statement** to print a confirmation of your contribution change for your records before finalizing your election.

Back
Printable Page
Confirmation Statement
Finish

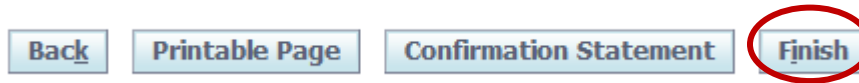
Confirmation Statement Example

Benefits Selections

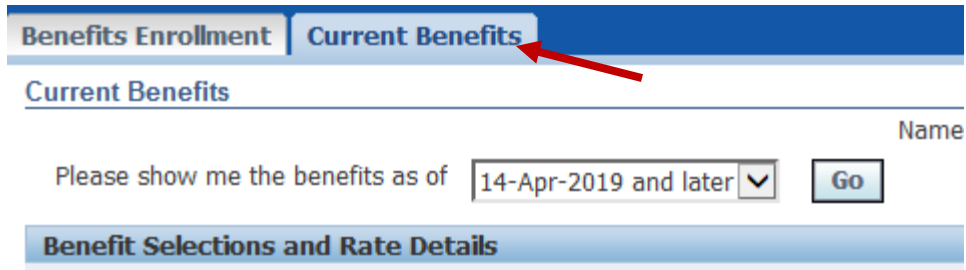
The selections below were explicitly chosen by you or automatically assigned based on your eligibility. The costs shown a period.

Plan	Option	Coverage Amount	Coverage Start Date	Employee Pre-tax Cost	Employee Post-tax Cost
PIN HSA Payroll - PIN HSA Family			14-Apr-2019	200.00	0.00
PIN HSA Payroll - PIN HSA Family Catch up			14-Apr-2019	200.00	0.00

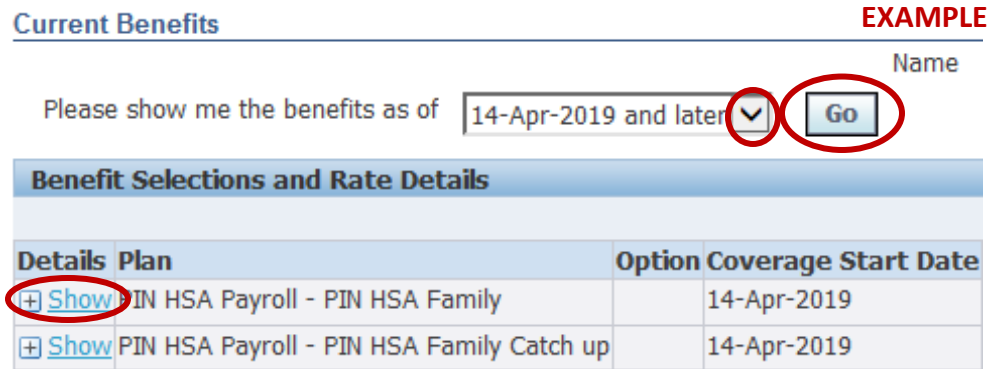
- Click **Finish** to finalize your change.



- You will see two tabs: *Benefits Enrollment* and *Current Benefits*.
- Click **Current Benefits** to see your new contribution amount and contribution history.



- You may need to change the effective date of benefits to view your future contribution change.
- To change the date range, click the down arrow, and select the correct date range, and click **Go**.
- Click **Show** to open the contribution history screen.



- The screen will show the original date you began contributions *using the new process*, and each update made since that time.

