

## HSA set-up in ADP WorkforceNow

To set up deductions, go to People > Pay Profile > On the Deductions, click on Add > Select Other > On the Deduction Code box, select the code needed to set up the deductions

All medical premium deduction, no matter who the medical carrier is, must be coded to **M** for pre-tax &/or **N** for post-tax

For employees enrolled in an **HSA**, there are steps to follow:

1. The employee's semi-monthly contribution to HSA must be entered in ADP under deduction code "HSA"
2. The same amount must also be entered/added to the employee's direct deposit information  
(Please contact the Lay Personnel Office to get the employee's direct deposit bank information for HSA)

Below is an example of setting-up the HSA direct deposit information in ADP.

Go to People > Pay Profile > On the Direct Deposit, select Add

- a. Select Deduction Code "**30 - HSA DEPOSIT**"
- b. Under the "Verify the account?", select "**No, don't verify the account**"
- c. Under the Amount to Deposit, select "**Partial Net**" and enter the same semi-monthly amount as in the deduction code HSA
- d. Enter the Routing Number & Account Number provided by the Lay Personnel Office  
(REMEMBER TO DOUBLE-CHECK THE NUMBERS since there will be **no pre-note on this direct deposit**)

Effective On \*  
11/1/2020 Effective for Current Week #: 47-1 Pay Date: 11/20/2020 Period End Date: 11/15/2020

Deduction Code \*  
30 - HSA DEPOSIT Active

Routing Number \* Account Number \*

Verify the account? ?  
 Yes, verify the account  
We'll verify the account in real time. If we can't, then we'll give you the option to use the standard prenote process or verify the account yourself.  
 **No, don't verify the account**  
Selecting No turns off both real-time validation and the standard prenote process

Amount to Deposit ? ?  
 Full Net  
 Partial Net \$100.00  
 Percent Net %  
 For Bonus Pay Only ?  
Priority # ?

ROUTING NUMBER ACCOUNT NUMBER