

# Change 457/Roth Election in Workday

Changes to 457/Roth elections must be submitted by the Friday before the check date.

1. Login to <https://cityoforlando.okta.com> and select the Workday Production Tenant:



2. Select the Benefits icon



3. From the Change list, select Benefits

Change



4. From the Benefit Event Type drop down select "457/Roth IRA Deferral Change for existing enrollments"

Benefit Event Type	*	457/Roth IRA Deferral Change f... ▼
Benefit Event Date	*	select one
Submit Elections By		457/Roth IRA Deferral Change for existing enrollments
Enrollment Offering Types		

5. For the Benefit Event Date to take effect on your next check use today's date.

Benefit Event Type	*	457/Roth IRA Deferral Change f... ▼
Benefit Event Date	*	07 / 02 / 2017
Submit Elections By		08/01/2017
Enrollment Offering Types		Roth IRA 457

Attachments 0 items

	Attachment	Comment
No Data		

**Submit** Save for Later Cancel

6. On the next screen select Open

Open

7. Enter the full Bi-weekly amount you wish to contribute.

Retirement Savings Elections 3 items

	Benefit Plan	*Elect / Waive	Employee Contribution
	457 - ICMA POST-TAX Deferred Compensation	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Amount (Bi-weekly) 0.00
	457 - ICMA PRE-TAX Deferred Compensation	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Amount (Bi-weekly) <input type="text" value="10.00"/>
	Roth IRA - ICMA POST-TAX	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Amount (Bi-weekly) 0.00

Continue

8. Scroll to the bottom of the page, review the terms, then check the agree box. This acts as your electronic signature.

I Agree

9. Click Submit

Submit

10. Print the summary page for your records.