



Pension Enrolment:

- Go to [Workday](#)
- Click on the **Benefits** icon 
- Under the **Change** field, click the **Benefits** button 
- From the **Benefit Event Type** field, select **Pension Plan Enrolment**
- In the **Date** field, enter today's date
- Click **Submit** and then **Open**
- In the **Employee Contribution** field, enter your monthly contribution amount if you wish to contribute
 - The annual maximum is €1,200, so if your first contribution is in November and you wish to max out your personal contributions, you would enter €600
 - An employee contribution is not required to enrol in the pension and receive employer contributions.

Completed Example:

Retirement Savings Elections - 1 item			
Benefit Plan	*Elect / Waive	Employee Contribution	Allowed Employee Contribution
Pension - LUX - Swiss Life Employee	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Amount (Monthly) 600.00	Amount Maximum (Monthly) €1,200.00 \$1,354.32

- Lastly, click **Continue, I Agree**, and **Submit**

Please note that your pension election will go into effect the first of the month following your enrolment.

If you do not enrol within your first 30 days, you will be automatically enrolled into the Fisher Investments Luxembourg pension plan. This means you will receive the Company contributions without making any personal contributions.