



With paylocity, CSPC Employees can:

- Access their W-2 or 1095-C
- View their paycheck stubs
- Make changes to their W-4 online
- ! Update their contact information.

**Login to Paylocity**



The contact information in Paylocity is what Cedar Springs and all the insurance carriers use to contact employees. Please update changes to address, email, phone number or emergency contact any time there is a significant change during the year.



A Division of Webster Bank, N.A., Member FDIC

With HSA Bank, CSPC Employees can:

- Contribute additional funds to their HSA (up to \$3850 for individual plans or \$7750 family plans), and
- Manage how their HSA funds are invested.

**Login to HSABank**



## 403B INVESTMENT

CSPC Employees can use the [Salary Reduction Agreement Form](#) to make changes to the size of their 403b contributions. The maximum contribution amount for 2023 is \$22,500.



With Fidelity Investments, CSPC Employees can manage how their 403b funds are invested.

**Login to Fidelity**



**While reviewing your financials, this is also a good time to plan for the future.**

### Add or Update Beneficiaries:

- ✓ Log in to [Ease](#) to ensure that all beneficiaries are correct for both life insurance policies and HSA account.
- ✓ Log in to Fidelity account to ensure that beneficiaries are correct.

### LegalShield Benefits:



If enrolled in LegalShield, having a legal professional assist in creating or updating a living will is part of this benefit.



**HUMAN RESOURCES**  
CEDAR SPRINGS PRESBYTERIAN

Live Deeply

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