



SNPS Flexible Contribution

Quick Reference Guide



About the SNPS Flexible Contribution in Workday

- Employees participating in the gross SNPS pension plan (if you joined on or after July 1, 2013) will be able to view and/or adjust their flexible employee contribution in Workday starting January 1, 2026.
- The total employee contribution in the gross SNPS plan consists of a fixed contribution of 2% of the pension basis (this cannot be changed) and a flexible contribution of 5% of the pension basis by default. This flexible contribution can be adjusted in Workday to a whole percentage within the range of 0% – 7%.
- For more information about the flexible employee contribution, please visit the HR Online pension page.



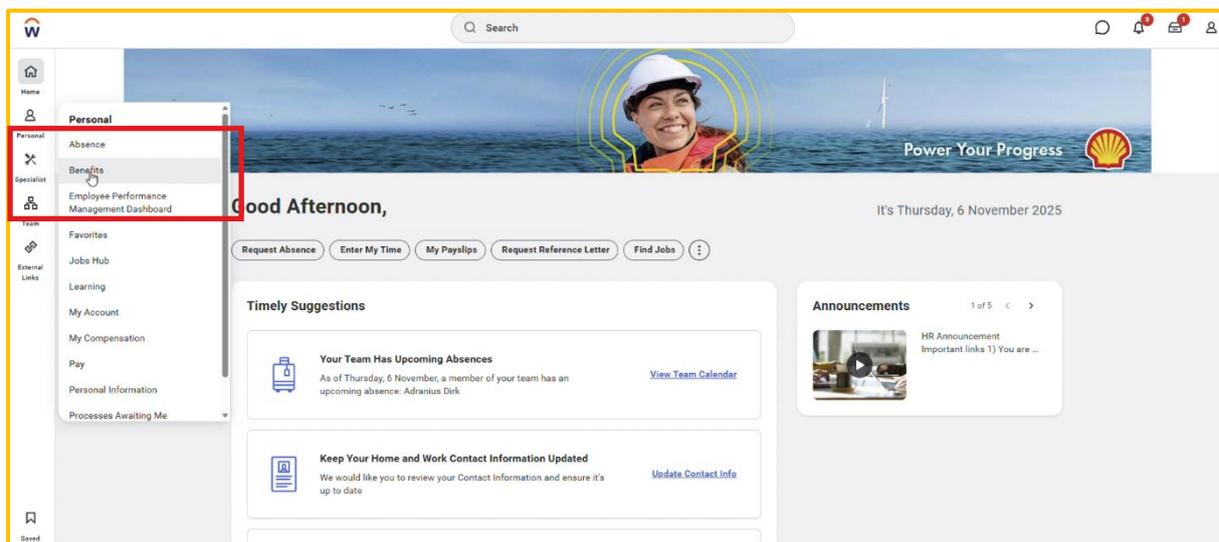
Purpose of this guide

To support you as an employee in viewing and/or adjusting your SNPS flexible employee contribution in [Workday](#).

How do I change my SNPS flexible contribution in Workday?

Follow these 10 steps:

1. Access [Workday](#), go to Personal and click on Benefits.

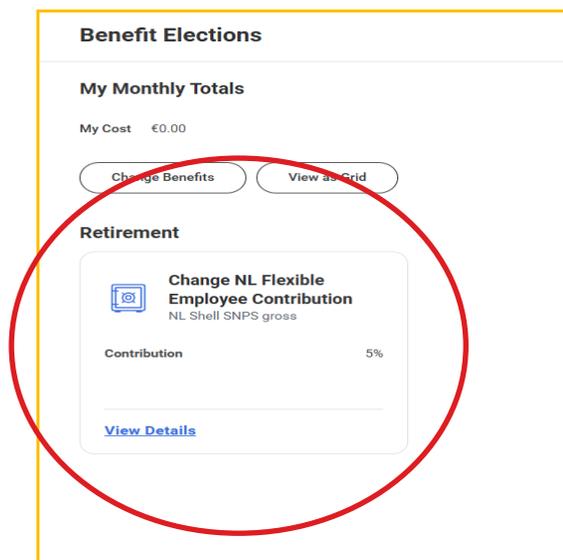
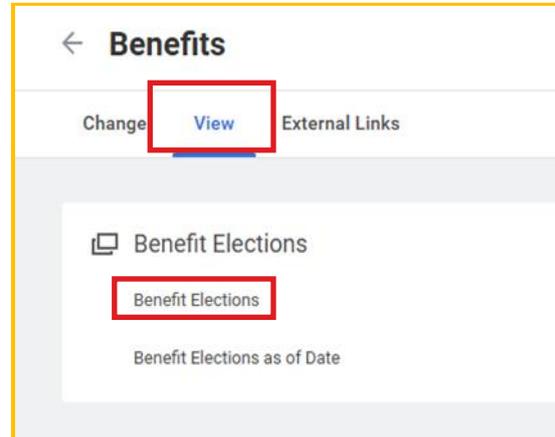
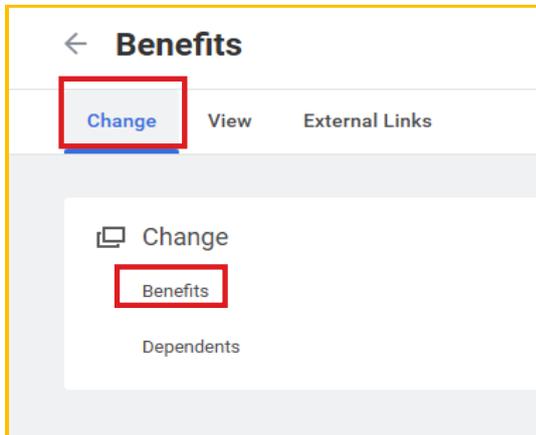




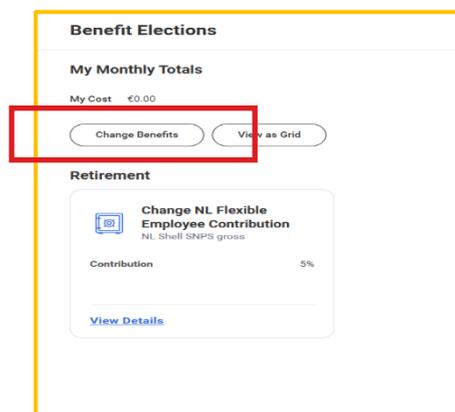
SNPS Flexible Contribution

Quick Reference Guide

2. You can click 'Benefits' to directly change your percentage. If so, proceed directly to Step 3. Alternatively, you can click 'View' and then 'Benefits Elections' to first check your current percentage.



3. Click on 'Change Benefits' if you decide to adjust the percentage.





SNPS Flexible Contribution

Quick Reference Guide

4. Before proceeding, carefully read the instructions provided on the right-hand side.

Here you can read, among other things, that changing your percentage will affect your total pension accrual and your net salary. If you increase the percentage, you save more for your pension, but your net salary decreases. If you decrease the percentage, your net salary increases, but you save less for your pension. It's also important to know that if you do not actively change the default contribution of 5%, we assume you agree to this percentage.

Next, click 'Change NL Flexible Employee Contribution' and select today's date as the request date (the day you submit the request).

The change will always take effect on the first day of the following calendar month. For example: if you submit your request on November 12, enter this date as the request date; the change will then take effect on December 1.

Change Benefits

Change Reason * Change NL Flexible Employee Contribution

Instructions

Your total own contribution to the gross SNPS pension scheme consists of a fixed contribution of 2% (which cannot be changed) and a flexible contribution. The default of your flexible contribution is 5%. Together with the fixed contribution your total own contribution will then be 7%.

In Workday you can change your flexible contribution to every whole percentage between 0% and 7%.

- If you select the maximum of 7%, your total own contribution becomes 9%.
- If you select the minimum of 0%, your total own contribution becomes 2%.

The percentages mentioned always refer to a percentage of your pensionable basis.

Via this screen you can submit a request to change your flexible employee contribution.

- In the 'Request date' enter the date of today. Workday will not allow you to include a Request date in the future or in the past.
- Once you click 'submit', you will find a message in your WD inbox that will allow you to change your flexible contribution in the range of 0 – 7%.
- The change will always become effective as of the 1st day of the next calendar month.

Please be advised that if you do not actively change the default 5% flexible contribution, we assume you give your consent.

Impact

If you change the percentage this will impact your total saved pension, but please be aware that the selected flexible employee contribution also impacts your net salary. If you increase your percentage, you save more pension for later, but this will result in a lower net salary. The reverse also applies, if you lower the percentage, your net salary increases, but you'll save less for later. The total pension contribution is deducted from your gross salary so the actual impact on your net salary depends on the actual tax withholding and this can be different per individual. In general the reduction of net salary will be a maximum of 50,50% of the amount of the pension contribution, so for every € 1 of pension contribution your net salary will become around € 0,50 lower.

You can find more information on the SNPS gross pension scheme and a tool to calculate the effect on your future pension on www.shellpension.nl.

enter your comment

Change Reason * Change NL Flexible Employee Contribution

Request Date * DD/MM/YYYY

Submit Elections By (empty)

Change Reason * Change NL Flexible Employee Contribution

Request Date * DD/MM/YYYY

Submit Elections By (empty)

November 2025						
MON	TUE	WED	THU	FRI	SAT	SUN
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



SNPS Flexible Contribution

Quick Reference Guide

Then click 'Submit' at the bottom left of the screen. There is no need to add any attachments or comments.

Change Benefits

Change Reason * Change NL Flexible Employee Contribution

Request Date *

Submit Elections By 12/11/2025

Benefits Offered Change NL Flexible Employee Contribution

Attachments

Drop files here
or

enter your comment

Instructions

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In Workday you can change your flexible contribution to every whole percentage between 0% and 7%.

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- If you select the minimum of 0%, your total own contribution becomes 2%.

The percentages mentioned always refer to a percentage of your pensionable basis.

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- In the 'Request date' enter the date of today. Workday will not allow you to include a Request date in the future or in the past.
- Once you click 'submit', you will find a message in your WD inbox that will allow you to change your flexible contribution in the range of 0-7%.
- The change will always become effective as of the 1st day of the next calendar month.

Please be advised that if you do not actively change the default 5% flexible contribution, we assume you give your consent.

Impact

If you change the percentage this will impact your total saved pension, but please be aware that the selected flexible employee contribution also impacts your net salary. If you increase your percentage, you save more pension for later, but this will result in a lower net salary. The reverse also applies, if you lower the percentage, your net salary increases, but you'll save less for later. The total pension contribution is deducted from your gross salary, so the actual impact on your net salary depends on the actual tax withholding and this can be different per individual. In general the reduction of net salary will be a maximum of 50.50% of the amount of the pension contribution, so for every € 1 of pension contribution your net salary will become around € 0,50 lower.

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5. You have now submitted the request to change your percentage.

On the next screens, you can simply click through, first via 'Open', then via 'Let's Get Started'.

You have submitted

Up Next:

[View Details](#)

Change Benefit Elections

Click on LET'S GET STARTED to proceed to the benefits election page.

Initiated On 12/11/2025

Submit Elections By 12/11/2025

6. Next, click 'Manage' to confirm and proceed to the next screen. On that screen, click 'Confirm and Continue' at the bottom left. No further action is required here.

Change NL Flexible Employee Contribution

Projected Total Cost Per Paycheck
€0.00

Retirement

NL Shell SNPS gross

Contribution 5%



SNPS Flexible Contribution

Quick Reference Guide

Change NL Flexible Employee Contribution

Projected Total Cost Per Paycheck
€0.00

Plans Available

Benefit Plan	*Selection	You Contribute (Monthly)	Company Contribution (Monthly)
NL Shell SNPS gross	<input checked="" type="radio"/> Select <input type="radio"/> Waive	5%	

Retirement Savings Instructions

General Instructions

In this area you can enter your new flexible contribution in the range of 0 – 7%. In the first screen no action is required, you can click 'Confirm and Continue' in the bottom of the screen

In the second screen you can update your percentage. Please note you can only include a whole percentage in the range (no decimals). Once you updated the percentage, click 'save' in the bottom of the screen.

Your flexible contribution is 5% by default (together with the fixed contribution of 2% this results in a total own contribution of 7%). If you select the maximum flexible contribution of 7%, your total own pension contribution will become 9%. If you select the minimum flexible contribution of 0%, your total own contribution will be 2%. The effective date of the actual change will automatically be the 1st day of the next calendar month. The percentages mentioned always refer to a percentage of your pensionable basis.

The selected flexible employee contribution will impact your total saved pension, but it will also impact your net salary. If you increase your percentage, more contribution will be added to your saved pension, but this will result in a lower net salary. The total pension contribution is deducted from your gross salary, so the actual impact on your net salary depends on the actual tax withholding and this can be different per individual, in general the reduction of net salary will be a maximum of 50,50% of the amount of the pension contribution.

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7. On this screen, you can change the percentage.

You can enter any whole number between 0 and 7. Do not use decimals, as these are not accepted. In this example, we change the default percentage of 5% to the maximum percentage of 7%.

Change NL Flexible Employee Contribution - NL Shell SNPS gross

Projected Total Cost Per Paycheck
€0.00

Contribute

Enter how much you want to contribute as a percentage.

Contribution Type Percentage

Contribution (%)

Maximum Percentage: 7

Retirement Savings Instructions

Provider Website NL Shell

General Instructions

In this area you can enter your new flexible contribution in the range of 0 – 7%. In the first screen no action is required, you can click 'Confirm and Continue' in the bottom of the screen

In the second screen you can update your percentage. Please note you can only include a whole percentage in the range (no decimals). Once you updated the percentage, click 'save' in the bottom of the screen.

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Change NL Flexible Employee Contribution - NL Shell SNPS gross

Projected Total Cost Per Paycheck
€0.00

Contribute

Enter how much you want to contribute as a percentage.

Contribution Type Percentage

Contribution (%)

Maximum Percentage: 7

Change NL Flexible Employee Contribution - NL Shell SNPS gross

Projected Total Cost Per Paycheck
€0.00

Contribute

Enter how much you want to contribute as a percentage.

Contribution Type Percentage

Contribution (%)

Maximum Percentage: 7



SNPS Flexible Contribution

Quick Reference Guide

After changing the percentage, click 'Save'.

Change NL Flexible Employee Contribution - NL Shell SNPS gross

Projected Total Cost Per Paycheck
€0.00

Contribute

Enter how much you want to contribute as a percentage.

Contribution Type Percentage

Contribution (%)

Maximum Percentage: 7

Retirement Savings Instructions

Provider Website NL Shell

General Instructions

In this area you can enter your new flexible contribution in the range of 0 - 7%. In the first screen no action is required, you can click 'Confirm and Continue' in the bottom of the screen.

In the second screen you can update your percentage. Please note you can only include a whole percentage in the range (no decimals). Once you updated the percentage, click 'save' in the bottom of the screen.

Your flexible contribution is 5% by default (together with the fixed contribution of 2% this results in a total own contribution of 7%). If you select the maximum flexible contribution of 7%, your total own pension contribution will become 9%. If you select the minimum flexible contribution of 0%, your total own contribution will be 2%. The effective date of the actual change will automatically be the 1st day of the next calendar month. The percentages mentioned always refer to a percentage of your pensionable basis.

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8. This screen shows the updated percentage, please click 'Review and Sign' to continue to the final step.

Change NL Flexible Employee Contribution

Projected Total Cost Per Paycheck
€0.00

Retirement

UPDATED
Change NL Flexible Employee Contribution
NL Shell SNPS gross

Contribution 7%

9. Check for accuracy. If everything is correct, tick the box 'I Accept' at the bottom of the screen to confirm your chosen percentage and then click 'Submit'. There is no need to add any attachments or comments.

View Summary

Projected Total Cost Per Paycheck
€0.00

Please take a moment to review your selected flexible contribution to make sure everything is correct. If you agree, tick the box 'I Accept' in the Electronic Signature section and hereafter click 'Submit' to complete the process.

There is no need to add an attachment or enter a comment, you can ignore these fields and click 'submit'.

Selected Benefits 1 item

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Change NL Flexible Employee Contribution NL Shell SNPS gross	01/12/2025	01/12/2025	7%			Included

Waived Benefits 0 items

No items available.

Total Benefits Cost 1 item

Company Contribution	Employee Cost	Net Credits
€0.00	€0.00	€0.00

Attachments



SNPS Flexible Contribution

Quick Reference Guide

Electronic Signature

I hereby confirm the elected percentage.
Hierbij bevestig ik het gekozen percentage

I Accept

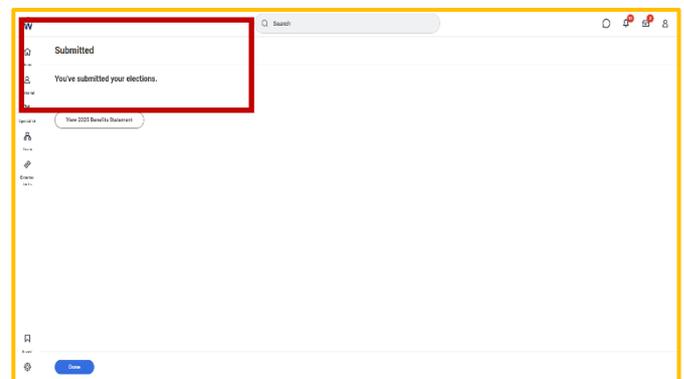
enter your comment

Process History

Change Benefits for Life Event – Awaiting Action

Submit Save for Later Cancel

10. Your request is now completed, and the percentage has been updated. The change will take effect on the first day of the next calendar month.



Where can I get help?

For assistance with changing your percentage in Workday, go to the 'Contact HR' page on HR Online, where you will find the different options to get in touch with Shell HR. For detailed questions about the SNPS pension plans, visit shellpensioen.nl