

Benefits Open Enrollment

FLEXIBLE SPENDING ACCOUNTS*

What is a FSA account?

A Flexible Spending Account (FSA) is an account in the employee's name that can reimburse the employee for qualified health care or dependent care expenses.

Health Care FSA use funds for out-of-pocket expenses (such as medical, prescriptions, dental and vision). Your annual contribution is 100% reimbursable on the first day of the plan year.

Dependent Care FSA is used for eligible dependent care costs such as:

- Before/after school care
- Preschool or nursery school
- Elder daycare

Funds are available for reimbursement only as they are deducted from your paychecks and contributed to the plan (money-in, money out).

*The FSA is not available to PT employees (FTE < 50%) or PT Faculty


FSA IRS Rules:

- Use-it-or-lose-it rule
- Healthcare FSA grace period
- Contributions cannot be changed during the year unless you have a qualified status change.
- Documentation required – keep receipts
- Over the counter medications require a prescription to be considered reimbursable



Visit one of the
Open Enrollment
Office Hours to
learn more about
the FSA.

ENROLLMENT*

1. To make your annual elections, log into .
2. For medical or dependent care expenses or both depending what you decide, choose your annual contributions:

*Elect / Waive	Contributions
<input checked="" type="radio"/> Elect ← Click Elect	Your number of remaining payroll deductions for the year <input type="text"/>
<input type="radio"/> Waive	Your estimated contributions made this year <input type="text" value="0.00"/>
	Manual override by user <input type="checkbox"/>
	Your actual contributions from payroll \$0.00
Enter annual contribution →	How much do you want to contribute for the total year? <input type="text" value="0.00"/>
	How much do you want to contribute per paycheck (Monthly)? <input type="text" value="0.00"/>

3. If you have no other changes, continue through all the pages to get to the final page to approve your elections.

Your annual election will be divided into 12 deductions in 2018. If you are paid less than 12 times a year, an arrears amount will accumulate and catch up on the next available paycheck.

Annual Maximums



HEALTH CARE FSA
\$2,600

DEPENDENT CARE FSA
\$5,000

Health Care FSA

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Dependent Care FSA

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