

## ESS – Annual Enrollment Step 7: Flexible Spending Accounts

Location(s): myNKU → Employee Self Service (ESS) → Benefits and Payment → Annual Enrollment

The FSA Day Care Account allows you to set aside pre-tax dollars for daycare expenses for a dependent child under age 13 or a disabled adult dependent requiring day care.

If you have selected the High Deductible Health Plan (HDHP) with a Health Savings Account, you are only eligible to enroll in the Limited Medical FSA (limited to dental and vision expenses), or the FSA Day Care plan.

The current FSA Day Care plan costs \$62.50 per month, and is a pre-tax cost.

Enroll in Flexible Spending Accounts					
Actions	Plan Type	Starts On	Status	Plan Name	Pre-Tax Costs
	FSA Day Care	01/01/2016	Current	FSA Child/Adult Day Care	62.50 USD Monthly

### Edit

- Click Edit.
  - The details for the FSA Day Care Plan is displayed with the current information.

**Enter FSA Day Care Plan Information**

**Select Plan**

Plan Name

FSA Child/Adult Day Care

Details: Annual Contribution for FSA Child/Adult Day Care for period 01/01/2016 - 12/31/2016

Annual Contribution Amount:  USD ( Minimum 60.00 USD - Maximum 5,000.00 USD )

Amount per Paycheck:  USD Calculate

- Enter the new Annual Contribution Amount.
- Click Calculate for the Amount per Paycheck to be updated.
- Click Add.

**Enter FSA Day Care Plan Information**

**Select Plan**

Plan Name

FSA Child/Adult Day Care

Details: Annual Contribution for FSA Child/Adult Day Care for period 01/01/2016 - 12/31/2016

Annual Contribution Amount:  USD ( Minimum 60.00 USD - Maximum 5,000.00 USD )

Amount per Paycheck:  USD Calculate


Add Cancel

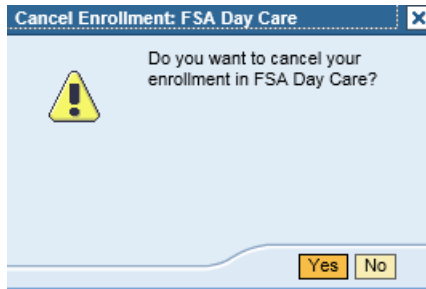
- The new plan information is displayed

	FSA Day Care	01/01/2016	New	FSA Child/Adult Day Care	208.33 USD Monthly
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## Delete

To delete the FSA Day Care coverage, follow these steps:

1. Click the Cancel icon (  ).
2. Confirm that you want to cancel the FSA Day Care coverage.



- Click Yes and the coverage will be removed

	FSA Day Care	01/01/2016	Waived
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Click Next to proceed to Step 8: Review and Save.

