

ESS – Annual Enrollment Step 7: Flexible Spending Accounts

Location(s): myNKU \rightarrow Employee Self Service (ESS) \rightarrow Benefits and Payment \rightarrow 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	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

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

En	ter FSA Day Care Plan In	formation			
s	elect Plan				
	Plan Name				
	FSA Child/Adult Day Ca	are			
	Details:	Annual Contribution for F	SA Child/Adult Day	Care for period 01/01/2016 -	12/31/2016
Anr	nual Contribution Amount:	750.00	USD (Minimum	60.00 USD - Maximum	5,000.00 USD)
	Amount per Paycheck:	62.50	USD Calculate		

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

Enter FSA Day Care Plan Int	ormation	
Select Plan		
Plan Name		
FSA Child/Adult Day Car	e	
Details:	Annual Contribution for ESA Child/Adult Day Care for period 01/01/2016 - 12/31/2016	
Annual Contribution Amount:	2,500.00 USD (Minimum 60.00 USD - Maximum 5,000.00 USD)	
Amount per Paycheck:	208.33 USD Calculate	
	Add On	cel

• The new plan information is displayed

2 🗊	FSA Day Care	01/01/2016	New	FSA Child/Adult Day Care	208.33 USD Monthly



Delete

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

- 1. Click the Cancel icon ($\widehat{}$).
- 2. Confirm that you want to cancel the FSA Day Care coverage.

Cancel Enrol	ment: FSA Day Care 🛛 🗙
	Do you want to cancel your enrollment in FSA Day Care?
	Yes No

• Click Yes and the coverage will be removed

\$	FSA Day Care	01/01/2016	Waived

Click Next to proceed to Step 8: Review and Save.

Open Enrollment: Step 7 of 8 (Flexible Spending Accounts)								
Previo	ious Next 🕨 📄	Save						
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