

Open Enrollment Employer Checklist

If your plan year will be renewing in 90 days or less, then it's time to prepare for Open Enrollment.

Open Enrollment Plans

Please review the list below for Open Enrollment requirements.

Plan Type	Participant Must	WageWorks Needs
Healthcare Flexible Spending Account (FSA)	Qualify* & Enroll	Open enrollment Spreadsheet with enrollees
Dependent Care Flexible Spending Account (DC FSA)		
Health Savings Account (HSA)	Qualify based on HSA rules. Determine pre-tax election amount for new year	Open Enrollment Spreadsheet with new enrollees only
Commuter (Public Transit and/or Parking)	Enroll	Open Enrollment Spreadsheet with enrollees
Health Reimbursement Arrangement (HRA)	Qualify*	Open Enrollment Spreadsheet with enrollees

*Qualifications should be based on the group Plan Document.

Open Enrollment File Submission Requirement

Please use the Open Enrollment spreadsheet to provide us with your enrollee information. We recommend that you send your file via secure email to ensure the safety of this information. Processing your Open Enrollment Eligibility file electronically allows WageWorks to load your participant data quickly and accurately while helping to keep our costs down. *Note: WageWorks will charge \$1.00 per enrollment form for groups that have 25 or more participants and do not remit an electronic file.*

Cards: for those who are re-enrolling, we will load the existing cards with participants' new annual elections within a few days of receiving your file. Please remind your participants to keep their PBS Benefits Cards; they are good for three years.

One Month Deposit Requirement

If you have chosen to utilize the WageWorks Master Account, WageWorks requires a deposit equal to one month of anticipated FSA contributions. The claim deposit you provided last year (if applicable) will be applied to the upcoming plan year. WageWorks will divide the annual elections of all your plan participants by 12 to determine the new deposit amount. Your WageWorks Account Manager will then advise you if the deposit on file is less or more than the required amount. WageWorks will withdraw or refund the difference back to your account via ACH. We will advise you of the amount of debit/credit and the date the transaction will be initiated.

Contribution Reconciliation

As the end of the plan year is drawing near, we suggest that you take a minute to compare the contribution amounts being tracked in your payroll system with the numbers WageWorks is reporting. Please notify us of any discrepancies so they may be researched and corrected immediately.

Email Information Requested

Please help us continue our efforts towards a "paperless" environment by providing email addresses on the Open Enrollment spreadsheet for employees new to the FSA plan. Please direct existing participants to our Customer Service department or the website to update their email addresses. Remind them that email notifications are available, allowing them to receive real-time alerts regarding their account.

Inventory Information Approval System (IIAS) and 90% Rule Merchants

As a reminder, the IRS requires that all mass merchandisers and grocery stores have an IIAS in place in order for FSA debit cards to be accepted. Drug stores and pharmacies are also required to have an IIAS in place or they must be registered as a 90% Rule Merchant with the Special Interest Groups for IIAS Standards (SIG-IS) in order for cards to be accepted. It's important that your FSA participants understand that their cards might not work at retailers that don't use IIAS or are not certified as 90% Rule Merchants. Read more about IIAS and SIG-IS on our website in the Links section.



Open Enrollment Communication Materials Checklist

Use the Employer Toolkit found on pbs.us.com to build a complete communications campaign for Open Enrollment. The toolkit includes enrollment/communication materials that may be printed and distributed or distributed electronically to your employees. Below is a list of the materials available for each Plan Type.

Healthcare Flexible Spending Account (FSA) & Dependent Care Flexible Spending Account

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| <input type="checkbox"/> Email messaging | Three messages that can be sent to employees to encourage FSA enrollment. |
| <input type="checkbox"/> Your FSA presentation | PowerPoint presentation you can show at your OE meeting and/or make available on your company intranet. Outlines features and benefits on an FSA and provides sample savings. |
| <input type="checkbox"/> FSA flyer | Two-sided brochure that can be provided electronically or printed internally or through WageWorks for \$15 per 100*. |
| <input type="checkbox"/> FSA Enrollment Form | Two-sided form that can be completed electronically or printed OR use a master application or online enrollment. |
| <input type="checkbox"/> FSA/HSA Expenses Worksheet | One-sided sheet that allows electronic entry of estimated eligible expenses. Helps eligible participants determine contribution amounts. |
| <input type="checkbox"/> FSA Dependent Care Expenses Worksheet | One-sided sheet that allows electronic entry of estimated eligible expenses. Helps eligible participants determine contribution amounts. |

Health Savings Account (HSA)

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| <input type="checkbox"/> Email messaging | Three messages that can be sent to employees to encourage HSA and HSA Plus enrollment |
| <input type="checkbox"/> Your HSA presentation | PowerPoint presentation you can show at your OE meeting and/or make available on your company intranet. Outlines features and benefits on an HSA and provides sample savings. |
| <input type="checkbox"/> HSA flyer | Two-sided brochure that can be provided electronically or printed internally. |
| <input type="checkbox"/> HSA Plus flyer | HSA with compatible or limited FSA. Two-sided brochure that can be provided electronically or printed internally or through WageWorks for \$15 per 100*. |
| <input type="checkbox"/> HSA Enrollment Form | Two-sided form that can be completed electronically or printed OR use a master application or online enrollment. |
| <input type="checkbox"/> FSA/HSA Expenses Worksheet | One-sided sheet that allows electronic entry of estimated eligible expenses. Helps eligible participants determine contribution amounts. |

Commuter (Public Transit and/or Parking)

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|---|--|
| <input type="checkbox"/> Email messaging | Three messages that can be sent to employees to encourage Commuter enrollment |
| <input type="checkbox"/> Commuter Benefits presentation | PowerPoint presentation you can show at your OE meeting and/or make available on your company intranet. |
| <input type="checkbox"/> Commuter brochure | Two-sided brochure that can be provided electronically or printed internally or through WageWorks for \$15 per 100*. |
| <input type="checkbox"/> Commuter Enrollment Forms | Two-sided forms that can be completed electronically or printed OR use a master application or online enrollment. |

Health Reimbursement Arrangement (HRA)

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| <input type="checkbox"/> Employer Enrollment Forms | Includes CMS Alert/SSN Collection documentation, MSP Determination, MSP Information Sheet and Open Enrollment master application spreadsheet. |
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*Use the Order Form on the following page to purchase pre-printed materials.



WageWorks Open Enrollment Printed Communication Materials Order Form

All WageWorks communication materials are provided electronically to our clients at no cost. We encourage the use and distribution of this information via email or posting on your company's Intranet. Select materials are available in print, at minimal cost. Should you wish to purchase pre-printed materials, please complete and submit the order form below.

Company Name _____

Delivery Address _____

City, State Zip _____

Ordered By _____ Date _____

Communication	Description	Cost	Quantity Ordered	Invoice Amount
FSA brochure	Full color, two-sided, letter-size flyer	\$15 per 100 qty		
HSA Plus brochure	Full color, two-sided, letter-size flyer	\$15 per 100 qty		
Commuter brochure	Full color, two-sided, letter-size flyer	\$15 per 100 qty		
			Total	

Fax this completed form to 303.221.2785 or email it to your WageWorks Account Manager.

Please allow seven (7) days from receipt for delivery.

You will be invoiced for this communication order.