

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

## Flexible Spending Account Reminder: The Last Day to Incur Costs under Your 2016 FSA is March 15<sup>th</sup>!

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If you were a 2016 Flexible Spending Account (FSA) participant and still have funds remaining in your 2016 account, you have until March 15 to incur expenses to claim for last year's account.

**Who's Eligible?** If you are enrolled in a Classic, Value or Accountable medical plan for 2016, or waived your WSU medical coverage for the 2016 plan year, you are eligible to make claims during this grace period. If you elected to enroll in a CDHP/HSA for 2017, you are NOT eligible for the annual grace period and you

had until December 31, 2016 to use your 2016 FSA funds.

To participate in the annual grace period, you must submit all eligible expenses accrued between January 1, 2016 and March 15, 2017 for 2016 FSA reimbursement no later than March 31, 2017. After that date, any funds left in your 2016 account will be forfeited to the plan administrator.

To submit your claim(s), you may 1) use the 2016 [Navia Benefit Solutions claim form](#), or 2) logon to your account and submit your claim online at <https://pebbportal.naviabenefits.com/part/logon.aspx>, or 3) utilize your Navia Benefits Care. If using the Benefits Card, Navia Benefit Solutions will first apply charges to any funds left in your 2016 account before using the 2017 account, provided you enrolled in an FSA again this year.

If you have any questions, please contact Navia Benefit Solutions at 1-800-669-3539 and speak to a PEBB Customer Service Representative or visit the above mentioned website.

Human Resource Services, 509-335-4521  
[hrs@wsu.edu](mailto:hrs@wsu.edu)



### March Paydays

Friday  
March 10

Friday  
March 24

Human Resource Services  
PO Box 641014  
Pullman, WA 99164-1014  
(509) 335-4521  
[hrs@wsu.edu](mailto:hrs@wsu.edu)



# Employee Assistance Program

The Employee Assistance Program (EAP) provided through the [State of Washington Department of Enterprise Services](#) recently added new EAP locations in Pullman and Colfax. To schedule an appointment at one of these locations or for additional information, please call the EAP toll-free: 877-313-455. A complete list of EAP locations is available at [www.eap.wa.gov](http://www.eap.wa.gov).

The EAP is available for eligible Washington State University (WSU) employees, which includes:

- Full and part-time Administrative Professional employees
- Full and part-time Civil Service employees
- Full and part-time Faculty

The EAP offers free confidential consultations with an experienced professional to assist in assessing your situation and offer you resources and options to address your concerns. The EAP can assist in accessing needed services from an employee's selected health care provider, as well as assisting with referrals to community resources and various WSU services.

Please visit <http://hrs.wsu.edu/resources/employee-assistance-program/> for additional information.

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## Attention Public Employees' Retirement System (PERS) Participants:

The Department of Retirement Systems will be on the Pullman Campus on March 3<sup>rd</sup> to provide the following presentations. Registration is not required, but seating will be on a first come, first seated basis. Videoconferencing for other locations is also available.

- PERS 1, 2, 3 pre-retirement presentation, with DCP\* Overview; 8:30 – 10:00 a.m., Lighty 405
- PERS 2, 3 and DCP\* Overview presentation (for all career stages): 11:30 a.m.– 12:30 p.m., Lighty 405
- DCP\* presentations: 10:30 – 11:00 a.m.; Lighty 405, and 1:30 – 2:30 p.m. French Administration 139



\*DCP = Deferred Compensation Plan (457b). One of the voluntary retirement plans offered via WSU Payroll deduction, and available to all employees.

## UPCOMING TRAININGS

### Communicating for Results

3/1/2017  
9:30 – 11:30am

### Customer Service

3/9/2017  
1:30 – 3:30pm

### WSU Online Training System: Management Functions

3/14/2017  
9:00 – 10:30am

### WSU Online Training System: Overview

3/16/2017  
9:00 – 10:00am

### Introduction to WSU Accounting Systems

3/16/2017  
9:00 – 11:00am

### I-9 Services Training

3/16/2017  
10:30 – 12:00pm

### Workplace Communication: Giving and Receiving Feedback

3/28/2017  
1:30 – 4:00pm

### Hostile intruder Training

3/29/2017  
1:30 – 3:00pm





## Reminders

- 1095 Tax Forms coming soon, [www.hrs.wsu.edu/aca](http://www.hrs.wsu.edu/aca)
- Don't forget to login and start tracking your [SmartHealth Points!](#)



## March Featured Book

**Simplicity: An Uncomplicated Guide to Being Successful and Achieving Your Full Potential**

Demonstrating how to awaken your passion and tap into your inner greatness as you remove the metaphorical clutter from your life, this book offers techniques to expand your mind and understand your true potential through the power of thinking simply, while stripping back the jargon and digging to the core of any obstacle in your way.

To access the book click [HERE!](#)

And search 114111



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## Smart Health

### Smart Health Activities for March:

- Eat on the Edge – 25 points/week
- Early Bird Bonus – Governor's Challenge – 100 points
- Just Breathe – 100 points

More Information: <http://hrs.wsu.edu/smarthealth-activities/>

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## Save the Date: TIAA Financial Essentials Presentation

Save the date for a Financial Essentials Presentation given by TIAA, and hosted by Human Resource Services, on March 9 in the east CUB Junior Ballroom. Two identical sessions will be offered: 9 – 11 a.m., and 1:30 to 3:30 p.m. Emphasis will be on a woman's perspective for financial and retirement savings, but all Faculty and Staff can attend.

Additional information and registration links can be found at <http://hrs.wsu.edu/financial-wisdom-for-all>.

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## 2017 Personnel Management Conference

We are pleased to announce that the annual Personnel Management Conference will take place on March 22, 2017. Specifically designed for personnel managers and administrators, Human Resource Services collaborates with Office of the Attorney General, Information Security Services and the Office of Internal Audit to present information on Risk Management in the 21st Century.

To register and for more information, please visit [hrs.wsu.edu/personnel-management-conference](http://hrs.wsu.edu/personnel-management-conference)