Paydays
Tuesday, March 10
Wednesday, March 25

Human Resource Services
PO Box 641014
Pullman, WA 99164-1014
509-335-4521
hrs@wsu.edu

Flexible Spending Account Reminder; Grace Period Deadlines Approaching

If you had a 2019 Flexible Spending Account (FSA) and still have funds remaining in your 2019 account, you have until March 15 to incur expenses to claim toward last year’s balance. If you switched to a Consumer Directed Health Plan and Health Savings Account for 2020, you are unable to claim your 2019 FSA funds.

All eligible expenses incurred between January 1, 2019 and March 15, 2020 must be submitted for 2019 FSA reimbursement no later than March 31, 2020. After that date, any funds left in your 2019 account will be forfeited.

To submit your claim(s), you may use the 2019 Navia Benefit Solutions claim form, submit your claim online or utilize your Navia Benefits debit card.

1095 Tax Forms Will Arrive Soon

If you were eligible for WSU health benefits in 2019, you will be provided with 1095 Form(s) no later than early March, 2020. The 1095 Form reports information about your health care coverage as required by the Affordable Care Act. This form is not needed to file your taxes, but you should keep it with your 2019 tax documentation.

More information is available on the HRS Affordable Care Act- Form 1095 website and the IRS Health Care Information Forms website. For additional help or guidance, please consult a qualified tax advisor.

1095 Tax Forms Will Arrive Soon
Check out: Modernization Mondays, Workday Wednesdays
The Modernization Team is excited to introduce a new blog series. The series will include updates about the project, as well as new concepts found in Workday. New posts will be released every Monday and Wednesday.

Modernization Readiness Poll
Results from the previous readiness poll are in! View them here. The team also released a new poll in mid-February. Responses to the poll help Modernization team members plan effective communication and project activities to address your concerns and serve the University’s needs.

Watch: Faculty resources and more
Watch and share these short videos to learn more about resources available for faculty members and others to ease the transition to Workday. There are also videos that discuss the Employee Self-Service and Manager Self-Service functions.
For questions, contact modern.initiative@wsu.edu.

Featured Online Training
Managing Pressure and Stress to Optimize Your Performance
Library ID: apd_07_a01_bs_enus
In this course, you’ll learn about managing stress and pressure, situations that trigger pressure, and how pressure can become stress. You’ll also look at how stress affects you emotionally and physically, and how to respond to it. And you’ll also learn strategies for managing stress by ensuring you have the right attitude, taking control under pressure, and using performance management to cultivate a “success mentality.” You can then optimize your own performance, and prepare to cope with stressed colleagues.

Featured Online Book
Hijacked by Your Brain: How to Free Yourself When Stress Takes Over
Library ID: 149638
Explaining how stress changes your brain and what you can do about it, this book reveals that in order to reduce stress, you have to understand why your brain causes you to feel stress and how you can take advantage of it to handle the high-stress people and situations in your life.

February Crimson Spirit Award Winner
Kandi Kambitsch, fiscal specialist for Student Involvement and Leadership, received the February 2020 Crimson Spirit Award. Visit go.wsu.edu/CrimsonSpirit to learn more about her exceptional service!

Nominate someone for the Crimson Spirit award today!
The Crimson Spirit Award is a special commendation for Washington State University faculty and staff who have provided superior customer service. To learn about recent honorees and their contributions to the WSU community, or to submit a nomination, please visit go.wsu.edu/CrimsonSpirit.