

Dear FSA Participant:

Recently we announced that WageWorks will be the new administrator for the University of Nebraska's Flexible Spending Account (FSA) plan beginning June 5, 2013. We are excited about the new features of the program and the opportunity to provide you with improved benefits. Below you will find important information about the upcoming changes to your FSA plan.

### **Claims Hold Period**

Between May 21 and June 4, employee records will be transitioned to WageWorks. This "hold period" is required in order to transfer your account balance, direct deposit information and email address to the new system. **You will not be able to submit claims for reimbursement during the hold period.**

The last day to submit claims to your campus benefits office is Monday, May 20. Any claims received after this date will be returned to you for reimbursement through WageWorks. You can begin submitting claims to WageWorks on June 5.

No claim details will be transferred to WageWorks as part of the conversion process, only year-to-date totals. For information about claims paid prior to May 21, please continue to visit the Flexible Spending Account page in Employee Self Service at [firefly.nebraska.edu](http://firefly.nebraska.edu). Information about transactions that occur after the transition will be available from WageWorks at [www.wageworks.com](http://www.wageworks.com).

### **Informational Meetings**

Online informational meetings will be held on May 22 and 23 from 10:00-11:00 a.m. at [connect.unl.edu/fsa](http://connect.unl.edu/fsa). To join the meeting, select the "Enter as a Guest" option and click "Enter Room". The meetings will provide you with information about the upcoming changes and will introduce you to the new program enhancements. The meetings will also be recorded and available on the university's benefits webpage at [www.nebraska.edu/benefits](http://www.nebraska.edu/benefits) shortly after the meeting.

### **Effective Date**

On June 5, our enhanced FSA will take effect and you can start submitting claims to WageWorks. Shortly after the effective date WageWorks will email you a QuickStart Guide containing information on how to access and use your account. If you are enrolled in the health care FSA, you will receive a new WageWorks Health Care Card (debit card).

You may access your new online account starting June 5 through the Flexible Spending Account page in Firefly or you can register online at [www.wageworks.com](http://www.wageworks.com) and click "Register with WageWorks now". If you access your account through Firefly, it will automatically log you in to your WageWorks account and you will not need to set up a username and password.

### **Important Dates to Remember**

May 20, 5:00 p.m.      Deadline for submitting claims to your Campus Benefits Office.

May 21 – June 5	Hold period begins. You will not be able to submit claims during this time.
May 22, 10:00 a.m.	Informational Meeting 1
May 23, 10:00 a.m.	Informational Meeting 2
June 5	Effective date. You may access your account and start submitting claims to WageWorks.

We would like to remind you that the University of Nebraska is committed to maintaining the privacy of your personal health information. Both the University of Nebraska and WageWorks comply with HIPAA regulations and your information will remain confidential during and after the transition to WageWorks.

Thank you for your assistance during the transition and thank you for all that you do for the University of Nebraska.

Sincerely,

Keith Dietze  
Director of Universitywide Benefits