



HR LIAISON NETWORK NEWS

November 6, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

Flexible Spending Account Claims Submission Deadline Reminder

Employees have until **November 15, 2018** to exhaust any money left on their old PayFlex cards before the cards will be deactivated due to PayFlex no longer being our Flexible Spending provider. Employees have until December 31, 2018 to file claims for reimbursement using any remaining balance for eligible expenses that were incurred on or before November 15, 2018 with PayFlex. Options for filing a claim are included online at www.payflex.com through the express claim option or by printing a paper claim form available for download from their website and faxing or mailing directly to PayFlex. Unsure if there is an account balance? Log into the PayFlex website to check account history and balance information or call them directly at 800.284.4885.

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New Flexible Spending Account (FSA) Vendor, Navia, became effective as of **September 1, 2018**. The health care maximum contribution limit for FY2019 was increased to **\$2,650** per the IRS guidelines (previously \$2,600). Employees should have received new cards in September to use for this year's elections.

- **Health Care FSA** - Can be used for qualified medical, dental and vision products or services performed (i.e. co-pays, co-insurances) by medical professionals to diagnose, treat or prevent diseases for you and your family. May NOT be used for cosmetic purposes. Can be used for over the counter medications when there is an RX on file for that item.
- **Dependent Care FSA** - elections are only for dependent children ages 13 and under and seniors (i.e. parents) living in your household for expenses such as daycare services and day camps etc. Dependent FSA limit remains at \$5,000 per the IRS guidelines
- **Registering with Navia** (*use employer code = A&M*): To [register](#) for online account access you will be requested to provide the following information:
 - Last Name, First Initial
 - E-mail Address
 - Employer Code: A&M
 - Last four digits of your social security number/Employee ID
 - Date of Birth
 - Choose a User Name
 - Answer three security questions

Learn more about Flexible Spending Accounts [online here](#).

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Tuesday, November 6 is Election Day – Using Voting Leave

Employees may be allowed sufficient time off to vote in national, state, and local elections on Election Day. Employees should notify their supervisor prior to the Election Day if they do not have sufficient time to vote on their own time. Supervisors may schedule voting leave by allowing the employee to:

- arrive to work later than normally scheduled in order to allow sufficient time to vote before the workday;
- leave work early without the expectation to return in order to allow sufficient time to vote; or
- take a longer lunch than is normally scheduled in order to vote.

For additional information regarding voting leave, visit <http://employees.tamu.edu/benefits/leave/other/>. For details about the elections, visit <http://www.brazosvotes.org>.

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Training Compliance Reports for November – As of November 1, 2018

Attached is the monthly Required Employee Training Assignments Report (that was not attached to yesterday's edition) for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact TrainTraqHelp@tamus.edu

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The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liasons

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