

## **2023 Flexible Spending Account Enrollment – (Health FSA or DepCare FSA)**

Newly hired and newly benefit-eligible employees, and those experiencing a qualifying life event, with effective dates from October 1 to December 31, 2023, will not be able to make Flexible Spending Accounts (FSAs) enrollment elections or updates for the current plan year through the self-service portal. To enroll in FSA for the **2023** Calendar Year, an eForm or PDF form must be submitted.

- **Note:** FSA coverage is effective the first of the month following enrollment, subject to payroll deadlines. **It is important to note that FSA contribution amount elections for new hire, newly eligible or life event PIEs during this time will be deducted within the remaining pay periods of 2023. Please consider this carefully before enrolling in a 2023 FSA plan.**
- FSA enrollments do not rollover to the following plan year; therefore, **to continue coverage an employee will need to make Open Enrollment elections for an FSA for the 2024 plan year.** Open enrollment begins on October 26<sup>th</sup>, 2023, and ends on November 17<sup>th</sup>, 2023.

### **How to make 2023 FSA plan elections/updates after 10/01/2023**

#### **1) Benefits eForm**

- You can access the eForm through the UCPath system at <http://ucpath.universityofcalifornia.edu> by following the steps below:
- Select the **Forms Library** on the menu to the left of UCPath Dashboard
- Select **Access Forms**. You will be automatically redirected to the Forms Library page.
- Under the corresponding Benefit category section, click on **Benefits eForms: Submit New Form**
- Elect your employment category under the **Employee Benefit Category** section.
- Click the **Reason for Request** drop-down menu and choose the corresponding request reason.
- In the section titled “Please Explain Why You Are Using This Form” enter the following: **2023 Flexible Spending Account Enrollment – Health FSA or DepCare FSA**
- Navigate through the form to add new dependent(s) and make your enrollment updates.
- Agree to the Terms and Conditions and the signature acknowledgement.
- Once you are ready for UCPath to process your form, **click the Submit button.**

**OR**

#### **2) Submit PDF Enrollment Form**

If you are unable to access UCPath Online to submit a Benefits eForm, you can request the PDF version of the corresponding enrollment forms by visiting [UCPath](http://ucpath.universityofcalifornia.edu) (ucpath.universityofcalifornia.edu) and clicking on “**Ask UCPath**” to submit an inquiry.

An FSA 2023 End-of-Year Enrollment inquiry should include the following details:

Topic: Benefits  
Category: **Submit Form** (select either **Newly Eligible** or **Life Event**)  
Subject: **2023 Flexible Spending Account Enrollment – (Health FSA or DepCare FSA)**