

AUTOMATED FUNDING FEATURE

Simplify and Expedite Payroll Deductions

The Automated Funding feature of the HealthEquity|WageWorks Employer web portal lets you automatically post HealthEquity|WageWorks Healthcare Flexible Spending Account (FSA) and Dependent Care FSA payroll deductions each pay period. You don't have to log in to Employer.WageWorks.com to submit payroll information. The HealthEquity|WageWorks system automatically calculates the payroll deduction amount by dividing the balance to election amount by the remaining pay periods. A payroll file is created and posted at 4:30 a.m. the morning of the pay date.

Avoiding Duplicate Payroll Deductions

If deductions are posted prior to the pay date, the HealthEquity|WageWorks system will recognize the date and not post a duplicate.

Handling Terminations

Termination dates should be noted in the HealthEquity|WageWorks system as soon as possible to avoid having to make corrections. But corrections are easy. Simply log in to Employer.WageWorks.com and click Add Funding on the Participant tab. To make one final payroll deduction after an employee is termed, or if you need any kind of assistance, please contact your HealthEquity|WageWorks Service Delivery Manager or Employer Services Team.

Changing Election Amounts

If an employee changes their election amount due to a qualifying event change, log in to Employer.WageWorks.com and update the election amount accordingly so that the deduction can be calculated accurately.

Pausing for Leaves of Absence

If an employee is going on leave and not paying for benefits, please log in to Employer.WageWorks.com and update their profile and remove the Payroll Group. Once the employee returns from leave, the deduction posting can be reinstated.

Handling Discrepancies

Each quarter you can log in to Employer.WageWorks.com and pull a Contributions & Payments report to verify that year-to-date totals match. If you see any discrepancies, please contact your HealthEquity|WageWorks Service Delivery Manager or Employer Services Team.

Discontinuing Automated Funding

If at any time you'd like to discontinue automated funding, please contact your HealthEquity|WageWorks Service Delivery Manager or Employer Services Team. You may then resume using the Payroll Tool or submit payroll deduction information to HealthEquity|WageWorks via file.

QUESTIONS?

Reach out to your Service Delivery Team or Contact HealthEquity Employer Services
866.347.0957 M-F 7:30am - 4:30pm (CT)
chsclientservices@wageworks.com