

Have your dependent care needs recently changed?

The Employee Resource Center would like to remind employees that any change to your dependent care expenses is a qualifying event to start, stop, or make changes to a Dependent Care FSA.

You can make changes to your Dependent Care FSA within 31 days if:

- You have removed your dependent from care, or reduced their attendance for any reason.
- You have recently enrolled your dependent in a qualifying dependent care program for any reason.
- You have recently had changes to your dependent care expenses for any reason.

Please note that your qualifying event does not have to be COVID-19 related in order to make changes to your Dependent Care FSA.

Changes can be made in **PeopleSoft** under **Employee Self Service**.

For more information, please see the [FSA/TRA Handbook](#).

If you do not have access to PeopleSoft at this time, please contact the Employee Resource Center for assistance:

Operations Support Team:

Supports AFSCME, IATSE, and Non-Represented employees

Bonnie Windham, ERC Coordinator

541-682-5062

bwindham@eugene-or.gov

Public Safety Team:

Supports IAFF, IAFF-BC, EPEA, and Non-Represented Public Safety employees

Tracy Bridge, ERC Sr. Coordinator

541-682-5780

tbridge@eugene-or.gov

To change your Dependent Care FSA in PeopleSoft:

Navigate to **Employee Self Service** and select the **Benefit Details** tile, then select **Life Events** from the navigation bar on the left:



From the following menu, choose **I have changes to my FSA Account**. Enter today's date, and click **Start Life Event**.

Click the **Next** button in the top right corner to **Add A Note** with the reason for the change.

Click **Next** again to view your current Benefits Summary, and again to view the **Benefits Enrollment** page. Select **Start My Enrollment**.

On the following page, click **Select** next to your open FSA event:

| Open Benefit Events | | | | |
|---------------------|------------|--------------|----------------------------|---------------|
| Event Description | Event Date | Event Status | Job Title | |
| Flexible Spending | 03/16/2020 | Open | Program Coordinator - Conf | Select |

Choose the **Edit** button next to **FSA – Dependent Care**, to update your **Annual Pledge**.

| | | | |
|--|------------|-----------|--|
| FSA - Medical | Before Tax | After Tax | |
| Current: Flex Spending - Medical: \$300.00 | | | |
| New: Flex Spending - Medical: \$300.00 | 11.11 | | |
| FSA - Dependent Care | Before Tax | After Tax | |
| Current: Waive | | | |
| New: Waive | 0.00 | | |
| FSA - Transportation | Before Tax | After Tax | |

Enter your new **Annual Pledge**, and click **Update and Continue**.

If you would like to **cancel further payroll deductions**, change your Annual Pledge amount to the current YTD amount listed on your most recent pay advice. This will allow you to continue using any remaining funds in your account through the end of the calendar year.