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Benefits Updates | November 24, 2025

Important Reminders Regarding Medical Flexible Spending Accounts for Plan Year 2025

⇒ Important deadlines and helpful resources for **Healthcare FSA** and **Limited Purpose FSA Plans**:

- Remember it's "use it or lose it!" – the last day to incur [eligible expenses](#) for the 2025 Plan Year is **December 31, 2025**.
- Submit claims by the filing deadline of April 30, 2026, for expenses incurred by December 31, 2025.
- After December 31, 2025, up to \$660 of unused funds will [carry over](#) to the following plan year. For more details, refer to the [2025 Savings & Spending Accounts Guide](#).
- For account assistance, contact **Chard Snyder directly at 855-824-9284** or FloridaAskPenny@chard-snyder.com.

FIU 403(b) Voluntary Retirement Plan Contributions | Extended Winter Holiday Schedule

In light of FIU's extended winter holiday schedule, the university will be closed for official business from **Tuesday, December 23, 2025, through Friday, January 2, 2026**. Please note the adjusted deadlines for submitting salary deferral changes for the **FIU 403(b) Voluntary Retirement Savings Plan** through the [Retirement@Work®](#) portal:

- ⇒ **Paycheck of December 12, 2025:** Changes must be submitted by [Tuesday, December 2, 2025](#).
- ⇒ **Paycheck of December 26, 2025:** Changes must be submitted by [Sunday, December 14, 2025](#).

Plan participants are encouraged to review and make any necessary adjustments to ensure their plan contribution changes are processed on time. For assistance in determining your contribution amounts and financial expectations, please contact your [financial representative](#). To view **FIU's Payroll Calendar**, visit: [FIU Payroll Calendars and Schedules](#).

457(b) Florida Deferred Compensation Contribution Changes

To update contributions for the **457(b) Florida Deferred Compensation plan**, contact the [Bureau of Deferred Compensation](#) directly at (877) 299-8002 or use their **online** forms:

- ⇒ **Enroll in contributions:** [EZ Enrollment Form](#)
- ⇒ **Increase contributions:** [Increase Contribution Form](#)

Once submitted, please allow several weeks for changes to take effect on payroll.

Time and Leave Entry Guidelines for Employees and Supervisors

It is important for all employees to correctly report their time daily to avoid any potential issues that could interfere with an employee's recorded time.

- ⇒ **Employees** should review the [How to Report Time/Leave](#) section to ensure they are familiar with the correct process for entering time and submitting leave requests.
- ⇒ **Managers/Proxies** approving time and leave and should review the [Time/Leave Submission & Approval Guidelines](#) section to understand their role in the approval process.

Note: Time entry is the sole responsibility of the employee and the approving supervisor. Neglect of this task *may affect an employee's pay*. Be aware of these special dates by viewing **FIU's Payroll Calendar** and **Holiday Schedule**, please visit: <https://hr.fiu.edu/payroll-calendars-schedules>.

Questions? Contact Benefits Administration at benefits@fiu.edu.