

FLEXIBLE SPENDING ACCOUNTS

Instructions to Help You Navigate the Employee Services Feature of ATLAS

Do you participate in the college's Flexible Spending Accounts? This could be an account that you use to claim medical expenses not covered by health or dental insurance (i.e., eyeglasses, orthodontics, over-the-counter medications, etc.) and/or a dependent care account.

How can ATLAS Employee Services help?

- Login to ATLAS
- Select the Employee Services tab.
- Click on the Benefits and Deductions link.
- Click on Flex Spending Accounts.

This screen will show you the account(s) you have, the amount that you selected for the calendar/plan year, and the biweekly deduction from your paycheck.

- At the bottom of the screen, click on the "Details" link.
- Open the drop-down menu
- Select the Plan Year that you want to view.
- Once you select the Plan Year, click on the "Display" button.

You can view the claims that have been submitted as well as the date paid for the entire calendar/plan year.