

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NO KEY DEADLINES

COMPLIANCE REMINDERS

As the end of the year approaches, consider taking the following steps to encourage employees to utilize any unused benefits for 2023:

- **Remind employees about what happens to unused funds in their health flexible spending accounts** (health FSAs), health reimbursement arrangements (HRAs) and dependent care FSAs at the end of the year. Encourage employees to use their unspent balances in these accounts, especially if unused funds are forfeited at the end of 2023 (calendar-year plans only).
- **Review employee paid time off (PTO) balances** and remind employees of the company's policy for unused PTO at the end of the year (for example, perhaps your company caps carryovers of unused PTO).