Donate Annual Leave and Sick Leave
If you have excess annual leave and/or sick leave accruals that you anticipate forfeiting, take a minute to donate them to the State Employee Leave Transfer Program. You may only carry over a maximum of 45 days of annual leave and 180 days of sick leave from one calendar year to the next.

Learn more and donate
Deadline: December 31, 2019

Use Your Optional Holiday
Your optional holiday does not carry over from year to year. Just remember to gain approval from your supervisor before using it.

Deadline: December 31, 2019

Use Your Vision Allowances
Employees enrolled in the State Vision Plan have access to annual allowances including a $150 allowance towards frames and a $130 allowance towards contact lenses (in lieu of frames) each calendar year. Contact EyeMed at 877-735-9314 for more information.

Find an in-network provider
Deadline: December 31, 2019

Sign Up For An Electronic W-2
To make tax preparation easier, active employees’ W-2 forms are available online upon request.

Select: Payroll and Compensation > W-2 Consent
Deadline: December 31, 2019

Manage Your 2020 Contributions to Supplemental Retirement Plans
NEW THIS YEAR: Redesignate Contributions for 2020
If you are currently contributing to a 403(b), 401(k), or 457(b) plan, you must redesignate your contributions in Benefitfocus to continue contributing in 2020. Designations must be made by December 31, 2019 to see them reflected on your January 15 paycheck.

Manage your 2020 contributions in Benefitfocus. Access this quick reference guide for assistance.
Contact the Office of Human Resources (Ask-HR/864-656-2000) for additional assistance.

Use All Your Funds in Your Dependent Care Spending Account (DCSA)
Employees participating in DCASAs must use their 2019 account funds by December 31, 2019. Funds not used by December 31, 2019, will be forfeited to ASIFlex. Employees have until March 31, 2020, to file reimbursement for qualifying expenses.

Access the DCSA claim form
Deadline: December 31, 2019

Use Your Medical Spending Account (MSA) Funds That Won’t Roll Over into 2020
REMINDER. Your MSA now rolls over $500 of unused funds into the next plan year. This replaces the annual grace period. If you have up to $500 of unused funds as of December 31, 2019, you may carry them over into the 2020 plan year. Any additional unused funds will be forfeited to ASIPlex.

Learn more
Deadline: December 31, 2019

Revisit the 2020 Holiday Calendar
Now is a good time to revisit the 2020 Holiday Calendar. Get ready for your well deserved rest and relaxation!

Access the 2020 Holiday Calendar

Questions?
Contact the Office of Human Resources (Ask-HR / 864-656-2000)