

Health Savings Account (HSA) Accounting Overview

Plan Funding

The Health Savings Account (HSA) utilizes a contribution style funding arrangement that requires funds transfer equal to the amount of employee and/or employer contributions reported each pay date. The employer's bank account will be debited by the HSA custodial bank within 2 business days for the total contributions reported to active HSAs.

Reports

HSA related reports are available through the HSA employer banking portal and are accessed by selecting 'Access HSA' from the left-hand menu of the Navia Employer Portal. Once you have logged into the HSA banking portal, navigate to the three bar menu located in the top left corner of your screen, select 'Reports', followed by 'Request,' and then 'HSA Administration'. Within the HSA Administration reporting section, you will find a list of reports available to you. Below are the most commonly used reports.

- **HSA Account Details Report** – shows all plan enrollees and their current account statuses.
- **HSA Funded Contributions Report** – shows both successful and unsuccessful employee and employer HSA contributions within a specified date range.
- **HSA Payroll Reconciliation Report** – shows all successfully posted employee and employer HSA contributions within a specified date range.

When generating HSA reports, select 'WealthCare Saver Prime' as the Product Partner. Once you have generated the report, go to back to the three bar menu and select 'Results', then 'Result', and select 'View Reports' to download your requested report.

Administrative Invoices

Administrative fees are outlined in your Navia Administrative Services Agreement. Navia invoices one month in arrears to capture any plan eligibility changes that happened during the month. You will receive a consolidated invoice via email that includes all lines of coverage, unless you've elected to have invoices split out by benefit or department. Payment is due within 30 days of the invoice date. If you have a direct debit arrangement on file with Navia, a debit will be initiated 5 business days after your invoice is sent. Invoices can be found on the Employer Portal by selecting 'Invoices' from the left-hand menu. If you do not currently allow Navia to debit your bank account for administrative fees, but you would like to, please complete the [Direct Debit & Credit Authorization Agreement](#) and return to employerservices@naviabenefits.com for processing.