

# Health Savings Account (HSA) Overview

## [HSA Employer Portal Guide](#)

### [HSA Overview for Employers](#) (25:34 minutes)

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### Plan Funding

The 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.

### Contribution Reporting

HSA contributions must be reported to Navia each pay date through an EDI file feed or online via the Navia portal. The employer's bank account will be debited by the HSA custodial bank within 2 business days equal to the total contributions reported to active HSAs. It takes 2 full business days for funds to become available for employee use once reported.

### Reports

HSA related reports are available through the HSA 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. 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 'Reports', then 'Result', and select 'View Reports' to download your requested report.

- **HSA Account Details Report** – shows all plan enrollees and their current account statuses, including employees who have failed the ID check.
- **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.

### Debit Card

Once the employee's HSA has been successfully opened with the bank, a debit card will be issued, and will typically arrive in 7-10 business days.

### HSA ID Check

The HSA bank runs an ID check on every participant as part of the application process. Most employees pass the ID check without issue. However, you may have employees who fail the ID check. In that case, the bank will review the employee's information to determine if additional documentation is needed. If the bank determines that additional information is needed, they will reach out to the employee via email and request additional documentation. If the employee fails to provide the bank with the requested documentation within 90 days, the employee's HSA application will be closed. HSA contributions cannot be reported when the employee is in a CIP failure status. This also means that HSA contributions should not be withheld through payroll until the employee's HSA has been successfully opened with the bank.

Please note, a physical address is required for all employees who wish to open an HSA. The bank will not accept a PO Box.

### Transfer of Assets

Employees who have an HSA with a previous custodian may be eligible to transfer funds to their new Navia HSA. Contact your previous HSA custodian or call Navia at (425) 452-3500 for further assistance.

Timing is key when transferring funds between HSA custodians. Most HSA transfers are managed by the employee via an individual transfer request which generally takes 4-6 weeks. We recommend providing employees with the [Transfer of Assets Form](#) after all HSA contributions have been reported to your previous HSA custodian and new HSAs have been successfully opened with Navia. Once the employee's HSA has been established with Navia, employees will have access to their new HSA account number which is required on the transfer form. When the bank processes the transfer request, the employee's previous HSA is closed as part of that process. If the employee completes the transfer form early, they run the risk of closing their previous HSA before all final contributions have been reported.