

## THE SUPPORT REPORT

The PFW Campus Support Staff Advisory Committee (CSSAC) Newsletter

## Winter Recess Hours

Most of campus will be shut down during winter recess. Here are the important hours to know:

## General Building Hours

**December 22:** Buildings close at 11pm

**December 23-January 1:** All buildings closed

**January 2:** Normal hours resume at 7am

## Fitness Center Hours

**December 16-20:** Regular hours

**December 21:** 8am-2pm

**December 22:** Noon-5pm

**December 23-January 5:** Closed

**January 6-10:** 8am-5pm

**January 11:** 8am-2pm

**January 12:** Noon-5pm

**January 13:** Regular hours resume

## Did You Know?

The upper track at the Gates Center is free for anyone to use, regardless of whether or not you have a Fitness Center membership! If you want somewhere indoors to walk or run when the weather is bad, you can stop by any time the Gates Center is open.

## FRIENDS of the University Pantry Hours

**Student Housing Clubhouse** (students only)

**December 23-January 5:** Closed (appointments available; contact building RA)

**January 6-7:** Noon-2pm

**Walb G36** (open to anyone)

**December 20-January 1:** Closed

**January 2:** 10am-2pm

## Get Access During Recess

Need access to a building during the recess? Fill out a

ASAP. Door access is granted with your Mastodon ID, so if you don't have one or have an old IPFW ID, stop by Campus Credentials in WU 127.

## Resource Highlight: Microsoft Office 365

Microsoft Office 365 is available completely free for PFW staff! And it's not just for your job—it's licensed for individual use as well, so you can also use it on your personal devices for non-work purposes.

To install it, visit the [Purdue Office 365 portal](#) on the device you want to use, log in with your Purdue Career/OnePurdue login information, and click "Install" in the top right corner. You can install Office 365 on up to 5 devices completely free.

For more details or to get help, visit [this page](#).

## Benefit Breakdown: FSAs

Flexible Spending Accounts (FSAs) are a way to save tax dollars on certain health or dependent care expenses. Depending on the type of FSA you participate in, pre-tax monies are contributed to your account and reimbursed for eligible expenses. The funds in these accounts do not roll over from year to year; if you don't use it by December 31st, you lose it.

A Health Care FSA is available to those who are not eligible for or participating in an HSA. These accounts can be used for [eligible](#) medical, dental, prescription and over-the-counter medications, and vision expenses.

A Limited Purpose FSA is for those who do have an HSA but would like to put aside additional tax-free dollars to use toward dental and vision expenses only. You can also use your HSA for dental and vision, but an FSA may be helpful if you know that you are going to incur a large vision or dental expense in the plan year (for example, eye surgery). This allows you to put money aside for that expense while not utilizing your HSA funds.

A Dependent Care FSA lets you set aside tax-free money for day care or elder care. It can reimburse day care expenses for dependents under 13 or adult dependents who are not capable of self-care while you're at work.

Check out [Purdue's HSA/HRA/FSA site](#) for more information, FAQ's, resources, and videos. If you have questions, need clarification or assistance, please reach out to Amy Jagger, Benefits Director, at [jaggera@pfw.edu](mailto:jaggera@pfw.edu). You can also contact HSA Bank, administrator of our FSA accounts, at 1-800-351-6246 or [askus@hsabank.com](mailto:askus@hsabank.com).

## Connect with CSSAC!

- **Submit an idea, question, or concern to CSSAC:** Submitting a [Bridge Question](#) will bring your ideas, questions, or concerns to CSSAC's attention. You can even choose to submit anonymously.
- **Learn more about CSSAC:** Visit the [CSSAC website](#) to learn more about who we are and what we do.
- **Want to serve as a CSSAC member?** Fill out the [form](#) to let us know you're interested!