Lifestyle Spending Account (LSA)
Lifestyle Spending Account Overview

- A university-funded account for personalizing your benefits by getting reimbursed for eligible expenses that support overall health and wellness.

- You can use these funds for purchases and activities related to emotional, physical, financial and social well-being.
Eligibility

- Full- and part-time (at least 50% FTE) Ohio State employees in a regular, term or seasonal position*

- No enrollment required

- Must be hired in an eligible position on the first calendar day of the quarter to receive the LSA benefit for that quarter.

- Those hired or who become eligible after the first day of a calendar quarter will receive the LSA benefit the next quarter that they are eligible.

* This benefit is not available for individuals employed by external entities, including Nationwide Children’s Hospital, Central Ohio Technical College, OSU Physicians and Faculty Club
Quarterly Schedule

Reimbursement of eligible expenses up to $125/quarter

- First Quarter: January 1st – March 31th
- Second Quarter: April 1st – June 30th
- Third Quarter: July 1st – September 30th
- Fourth Quarter: October 1st – December 31st
Examples of eligible expenses (such as, but not limited to):

- Fitness Center, Club, Gym or Studio Membership and exercise equipment
- Fitness trackers or apparel
- App Membership (Emotional Wellbeing, Health, Fitness, Budgeting)
- Board Games, Puzzles, and Books
- Home Fresh Food Meal Delivery Services
- Museum, park, zoo passes membership or entry fees
- Personal development classes and supplies (i.e. art, music, cooking, etc.)
- Financial services (advising/planning)

Other expenses listed at hr.osu.edu/benefits/lsa
Example of *Ineligible* expenses (such as, but not limited to):

- Expenses eligible for reimbursement under your FSA or HRA
- Reimburse your employee benefit contributions
- Weapons, weapon components or ammunition
- Sports betting/lottery/gambling apps & games
- Restaurants and alcohol
- Any expenses not explicitly listed at hr.osu.edu/benefits/lsa
To be reimbursed from your LSA:

- Submit a claim to the administrator with documentation, such as receipts.

- You have **15 days** from the end of each calendar quarter to submit a reimbursement request for eligible expenses incurred in that quarter. For example, you have until April 15th to submit reimbursement claims for purchases made January 1 – March 31st.

- Unused LSA funds remaining at the end of each calendar quarter **do not carry over to the following quarter**.

- You may submit multiple claims each quarter, but **you will only be reimbursed up to the benefit maximum of $125 each quarter**.
Taxation:

- Payments made to you from your LSA are considered taxable income at the time of reimbursement.
- Ohio State will receive a record of reimbursements and process the taxes in your pay shortly after reimbursement.
- You will **not** pay taxes on LSA funds that you do not use.
Required Documentation

When submitting a claim for reimbursement, the itemized invoice or receipt MUST include all components, or it may be denied.

- Date of purchase or service period
- Service provider/Merchant name
- Amount that was paid
- The employee’s full name
- Description of the eligible well-being product or service

If the receipt does not include the description or employee full name, they can be handwritten on the receipt, but all other elements must be printed from the merchant.

A fully handwritten receipt is not acceptable.
To Access Your Online Account

Step 1: Log into Workday

Step 2: Click the Global Navigation Panel Menu icon

Step 3: Click the Benefits Shield on the applications menu

Step 4: Under external links
Click My FSA/HRA/LSA (HealthEquity)

Step 5: Check your account balance, track expenses and file claims for reimbursement.
Set up a username and password, under “Profile” to utilize the mobile app.
Questions?

HR Connection Portal: HRConnection.osu.edu
Phone: 614-247-myHR(6947)
Email: HRConnection@osu.edu