

## 2018 Processing Schedule

Please see the schedule below for business hours and processing changes for holiday weeks.

| Holiday                       | Date                                    | Banks Open?             | Genesis Hours    | FHRA & 115 Investment Processing Schedule Changes | Claim Processing Schedule Changes  |
|-------------------------------|---|-------------------------|------------------|---|--|
| New Year's Day                | Monday, Jan. 1                          | No                      | Closed           | No trading  | Claim cutoff is Tuesday, Dec. 26 at midnight for Jan. 5 reimbursements   |
| Martin Luther King, Jr. Day   | Monday, Jan. 15                         | No                      | Regular          | No trading  | Claim cutoff is Tuesday, Jan. 9 at midnight for Jan. 19 reimbursements   |
| Presidents' Day               | Monday, Feb. 19                         | No                      | Regular          | No trading  | Claim cutoff is Tuesday, Feb. 13 at midnight for Feb. 23 reimbursements  |
| TASC Annual Company Meeting   | Thursday, March 15 and Friday, March 16 | Yes                     | Regular          | No trading  | N/A  |
| Good Friday                   | Friday, March 30                        | Yes                     | Regular          | No trading  | N/A  |
| Memorial Day                  | Monday, May 28                          | No                      | Closed           | No trading  | Claim cutoff is Tuesday, May 22 at midnight for June 1 reimbursements  |
| Independence Day              | Wednesday, July 4                       | No                      | Closed           | No trading  | Claim cutoff is Tuesday, June 26 at midnight for July 6 reimbursements.  |
| Labor Day                     | Monday, Sept. 3                         | No                      | Closed           | No trading  | Claim cutoff is Tuesday, Aug. 28 at midnight for Sept. 7 reimbursements  |
| Columbus Day                  | Monday, Oct. 8                          | No                      | Regular          | No trading  | Claim cutoff is Tuesday, Oct. 2 at midnight for Oct. 12 reimbursements   |
| Veterans' Day                 | Sunday, Nov. 11                         | N/A                     | N/A              | N/A   | N/A  |
| Thanksgiving Day & Friday     | Thursday, Nov. 22<br>Friday, Nov. 23    | Thurs – No<br>Fri - Yes | Closed<br>Closed | No trading  | Reimbursements will be sent on Monday, Nov. 26.<br>Claim cutoff is Monday, Nov. 19 at midnight for Nov 30 reimbursements |
| Christmas Eve & Christmas Day | Monday, Dec 24<br>Tuesday, Dec 25       | Mon – Yes<br>Tue - No   | Closed<br>Closed | No Trading  | Claim cutoff is Tuesday, Dec. 18 at midnight for Dec 28 reimbursements.  |
| New Year's Day 2019           | Tuesday, Jan 1                          | No                      | Closed           | No trading  | Claim cutoff Tuesday, Dec 25 at midnight for Jan. 4 reimbursements.  |

Eligible claims and receipts received by midnight on Wednesday are reimbursed the following week on Friday (unless otherwise noted above). Direct deposit reimbursements will be received in your bank account on Fridays; checks are mailed on Fridays for delivery 2-4 days later, unless otherwise noted above.

Green FSA claims are processed and reimbursed every business day (except as noted above under Bank Holidays), and typically take 3-5 business days from your date of submittal until you receive the direct deposit reimbursement to your bank account.

Email: [Claims@GenesisBenefits.net](mailto:Claims@GenesisBenefits.net)  
(for receipt submittal)

Genesis Employee Benefits  
A TASC Division  
P.O. Box 7213  
Madison, WI 53707-7213

Toll-Free: 866-678-8322  
[CustomerCare@GenesisBenefits.net](mailto:CustomerCare@GenesisBenefits.net)

FH-5622-112017