HCM Wellness Guide

How to attest to Wellness Program completion in HCM
Select the “Wellness” tile
Then “Wellness Program Participation”

Navigate to the tab representing the program category of the series you completed

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**2023 Wellness Program Incentives - Participation Criteria**

Eligibility for the 2023 Wellness Program Incentive is contingent upon being a Wellness Participant. Participation in one program any time between January 1 and November 30, 2023, will lead to a $100 financial incentive delivered via the monthly paycheck at the end of the 2023 calendar year. Participation in any number of wellness programs is encouraged, the maximum financial reward available is $200 (for two different categories). All financial incentives paid will be taxable. All 2023 program participation needs to be completed by the end of Benelect Open Enrollment in 2023. Wellness participants must be employed by the university through December of each year to receive the Wellness Program Incentive(s).

Completion of one or two Wellness Program Incentive attestation forms is necessary by the end of Benelect Open Enrollment. The attestation forms can be found within each of the program tabs in this section of HCM.
Wellness Program Incentive Attestation Form - Financial

All program participation and this attestation form needs to be completed by the end of the Benefited Open Enrollment period. Failure to accurately attest to your program participation status on this form will constitute an act of dishonesty, will disqualify you from eligibility for participation in the CWRU Wellness Program Participation Incentive and monthly Wellness Incentive opportunity, and will result in appropriate disciplinary action.

I attest that I have satisfied all requirements for the Financial Program Incentive and am entitled to receipt of $100.

I further certify that I have documented the foregoing participation, as required and provided for in the Program Participation Incentive descriptions, by way of:

☐ participation in an on-site or off-site organized finance program that maintains participation records available for review upon request; or

☐ completion of a program that meets the Reasonable Alternative Standard as confirmed by written pre-approval of the CWRU Medical Director.

Notice of Reasonable Alternative Standard: If a medical condition makes it unreasonably difficult for you to achieve the standards for the incentive under this program, or if it is medically infeasible as determined by your physician or health care provider for you to attempt to achieve the standards for the incentive under this program, contact src10@case.edu to request a reasonable alternative standard, and we will work with you to provide another way to qualify for the incentive. Recommendations of your physician or health care provider will be considered and accommodated in developing an alternative standard that is reasonable in light of your health status.
Verify that your attestation is complete on the “Wellness Summary” page.

You will see a check mark and “Form Complete” next to the program category for which you attested.

Make sure to look at the “Current Benefit Year” tab.