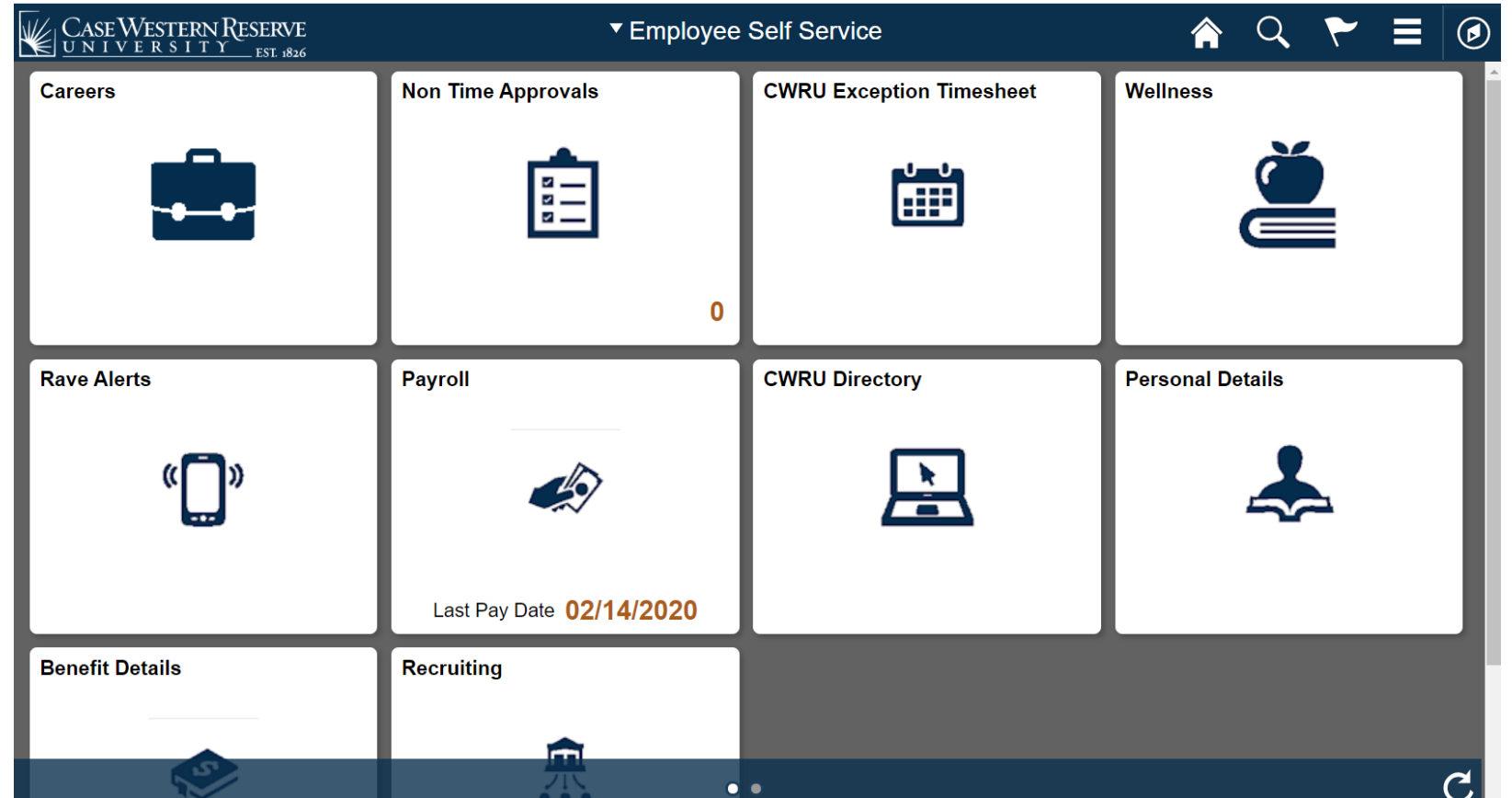


# NEW HCM Wellness Guide

How to attest to Wellness Program Completion in HCM.

Log into the  
NEW HCM  
(hcm.case.edu)



Then choose  
"Wellness"

And "Wellness  
Program  
Participation"



Select the tab for the program area for the series/program completed.

A screenshot of a web application interface for "CW Wellness". The page title is "CW Wellness" and the user is identified as "Mary Ann Dobbins" with "Empl ID 1023965". The page has a navigation menu with tabs: "Incentive Criteria", "Community", "Financial", "Weight or Nutrition", "Physical Activity", and "Stress Management". The "Incentive Criteria" tab is selected. The main content area is titled "2019 Wellness Program Incentives - Participation Criteria" and contains the following text:

Eligibility for the 2019 Wellness Program Incentive is contingent upon being a Wellness Participant\*. Participation in one program any time between January 1 and November 30, 2019, will lead to a \$100 financial incentive delivered via the monthly paycheck at the end of the 2019 calendar year. Participation in any number of wellness programs is encouraged; the maximum financial reward available is \$200 (for two different content areas). All financial incentives paid will be taxable. All 2019 program participation needs to be completed by the end of Benelect Open Enrollment in 2019. 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.

Each participant is advised to confer with his/her health care provider before beginning any wellness program and to obtain approval from their health care provider before participation. Wellness program participants waive liability against the university for any damage or injury they may incur as a result of their participation in this voluntary program.





Then just  
Certify and  
Save

Certify  
honestly.



Be sure to click  
"Save".



CW Wellness    

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 inadvisable as determined by your physician or health care provider for you to attempt to achieve the standards for the incentive under this program, contact [erc10@case.edu](mailto:erc10@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 form is Complete on the "Wellness Summary" page

Make sure to look at the "Current Benefit Year" tab.



The screenshot shows the CW Wellness Employee Self Service interface. The left sidebar contains a menu with 'Wellness Summary' highlighted in green and circled in red. The main content area is titled 'Wellness Information Summary' and shows the 'Current Benefit Year' selected. Under 'Wellness Premium Incentive Information', there are three items with checkmarks: 'Completed Health Risk Assessment: received on 08/16/2019', 'Completed Biometric Screening: received on 11/01/2019', and 'Completed Tobacco Attestation:'. Below this, it states 'NON-TOBACCO USER, choice made on 08/01/2019'. Under 'Wellness Program Participation Incentive Information', there is a note: 'The Wellness Program Incentive will be paid for a maximum of two completed program categories; the incentive payments (1 for \$100 or 2 for \$200) will be payable in the last paycheck of the calendar year.' At the bottom, there are five incentive categories, each with a radio button and the status 'certified on': 'Weight Management OR Nutrition incentive', 'Physical Activity incentive', 'Stress Management incentive', 'Tobacco Cessation incentive', and 'Financial incentive'.



You will see a CHECK MARK next to the program area in which you attested.