

# HCM Wellness Guide

How to attest to Wellness Program completion in HCM



**CASE  
WESTERN  
RESERVE  
UNIVERSITY**

Employee Self Service ▾

Careers



Non Time Approvals



0

Open Enrollment

No Enrollment Available At This Time

CWRU Exception Timesheet



Wellness



Rave Alerts



Payroll



Last Pay Date 09/29/2023

Log into HCM (hcm.case.edu)

Select the  
“Wellness” tile

Then  
“Wellness  
Program  
Participation”



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



Employee Self Service CW Wellness

Tobacco Attestation Form    Incentive Criteria    Community    Financial    Weight or Nutrition    Physical Activity    Sleep    Stress Management

PCP Attestation Form    Empl ID 1027522    Deanna Duffy

Wellness Summary

**Wellness Program Participation**

**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.

Read the information to ensure you've met the criteria. Then, certify and save

**Wellness Program Incentive Attestation Form - Financial**

All program participation and this attestation form needs to be completed by the end of the Benelect 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:

Certify honestly



- 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.

Be sure to click "Save"



Save

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



Verify that  
your  
attestation is  
complete on  
the “Wellness  
Summary”  
page

Employee Self Service CW Wellness

Tobacco Attestation Form  
PCP Attestation Form  
**Wellness Summary**  
Wellness Program Participation

Current Benefit Year Future Benefit Year

### Wellness Information Summary

Benefit Year 2023

#### Wellness Premium Incentive Information

Completed Health Risk Assessment:  received on 12/15/2022  
Completed Biometric Screening:  received on  
Completed PCP Attestation:  created on  
Completed Tobacco Attestation:

NON-TOBACCO USER, choice made on 12/16/2022

#### Wellness Program Participation Incentive Information

*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.*

Weight Management OR Nutrition incentive:	<input type="checkbox"/>	certified on
Physical Activity incentive:	<input checked="" type="checkbox"/>	certified on 04/25/2023 <b>Form Complete</b>
Stress Management incentive:	<input type="checkbox"/>	certified on
Tobacco Cessation incentive:	<input type="checkbox"/>	certified on
Financial incentive:	<input type="checkbox"/>	certified on
Community incentive:	<input checked="" type="checkbox"/>	certified on 04/25/2023 <b>Form Complete</b>
Sleep incentive:	<input type="checkbox"/>	certified on
General Wellness Incentive:	<input type="checkbox"/>	certified on

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

