

The University of Virginia employees enrolled in the UVA Health Plan are eligible for a Weight Watchers discounted price and 50% reimbursement.

Before You Begin

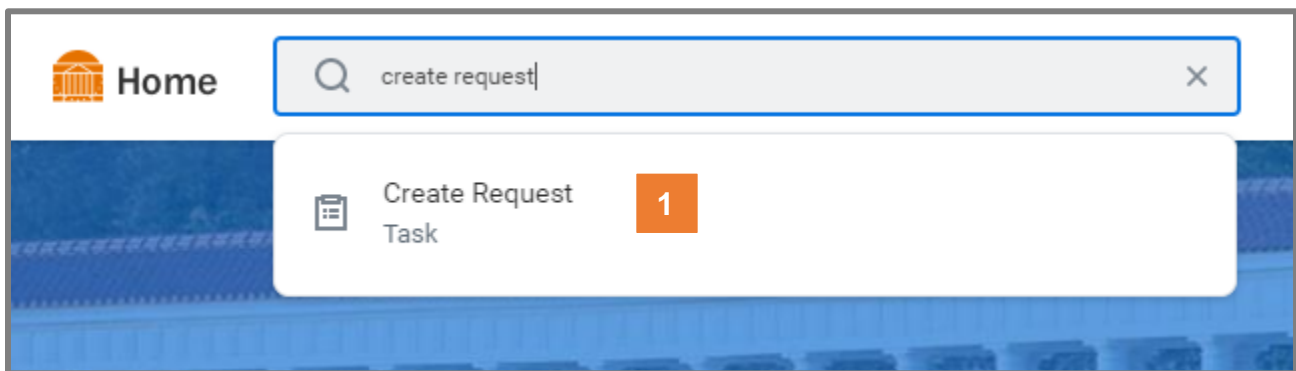
Understand the following requirements/components needed to submit the request:

- Only employees and spouses covered by the UVA Health Plan (Aetna) are eligible for reimbursement.
- The subscriber (to the Health Plan) must still be employed by UVA.
- You will need to have Proof of Payment ready to upload during the process (e.g. a file saved to your PC).
- Reimbursements are for a minimum of three months.
- The reimbursement will be taxed and included in the subscriber's paycheck.

Weight Watcher's Reimbursement

You can navigate to the request form a few different ways in Workday. This approach will be using the Workday Search Bar, as the search bar is a constant feature that is always available to you, no matter where you are in Workday.

1. Type 'Create Request' in the Workday Search Bar and select the Task that appears below.



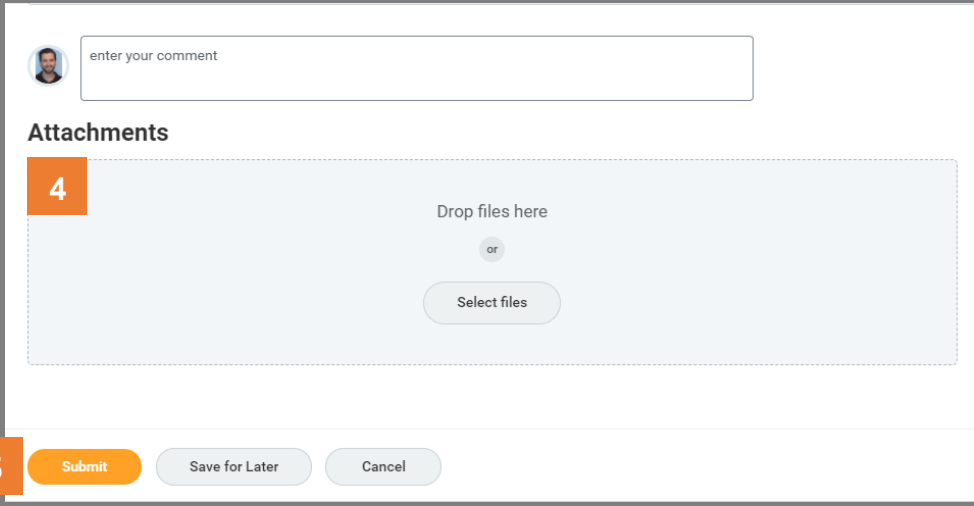
2. Select the Request Type of 'Weight Watchers Reimbursement Request Form – Hoos Well' (a) and then click **OK** (b).

 - You can either type the name of the Request Type in the box or navigate to the 'All' category within.

3. Complete the Weight Watchers Reimbursement Request Form as it applies to your reimbursement request.

- All fields are required.

4. Attach your **Proof of Payment** document in the Attachments section.



The screenshot shows a form interface. At the top left is a profile picture icon and a text input field labeled "enter your comment". Below this is the "Attachments" section, which contains a large dashed box for file uploads. Inside this box, it says "Drop files here", "or", and a "Select files" button. At the bottom of the form, there is a bar with three buttons: "Submit" (highlighted in orange), "Save for Later", and "Cancel".

5. Click **SUBMIT**.

Once submitted, the form will be sent to the Hoos Well team for review. If approved, the Hoos Well Team will enter your reimbursement amount in Workday which will then be paid on your next paycheck.

You will receive a Workday notification when your reimbursement has been approved, or if the task is sent back to you for revision. The notification will provide directions for how to view the amount of the reimbursement and the paycheck it will be in.