

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.







- 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.

| 2 | Create R       | equest   |  |
|---|----------------|--|--|
|   | Request Type * | X Weight Watchers<br>Reimbursement Request Form<br>- Hoos Well |  |
|   | b              | OK Cancel  |  |

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

| Weight Watchers Remoursement Request Porm - Hoos Well  |  |  |
|--|--|--|
| Instructions   |  |  |
| Please fill out the form below.     Please attach Proof of Payment for all months requested. Reimbursements  | save for a minimum of time months. (You can find Proof of Payment on the Weight Watchers website - under account settings - print bil history).  |  |
| Notes  |  |  |
| You will notive a Workday notification when your remoursement has been     Only employees and spouses covered by the UXA Neahh Plan Ukenda are e     The removement will be taxed and individe in the subscripters spectrees     Reindoursement inducts must be submitted within one year. | approved. The nonfocation will provide directions for how to view the amount of the sembursement and the paycheck it will be in<br>IgoDe for sembursement.<br>The subsorber must still be employed by UVA. |  |
| Is this request for you or your spoule? (Required)   |  |  |
| O Myself - I am covered by the UVA Health Plan.  |  |  |
| Spouse - My spouse is covered by the UVA Health Plan.  |  |  |
| Was attendence insperson or online? (Required)   |  |  |
| In-person -1 attended a minimum of 9 meetings in a 12 week   | k period.  |  |
| <ul> <li>Online - I completed a minimum of 3 months.</li> </ul>  |  |  |
| indicate the months you are seeking reimbursement for, (Recurred)  |  |  |
| 2  |  |  |
|  |  |  |

• All fields are required.





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

| 4 |  |                 |  |  |
|---|--|-----------------|--|--|
|   |  | Drop files here |  |  |
|   |  | or              |  |  |
|   |  | Select files    |  |  |
|   |  |                 |  |  |

## 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.

