



One-Time Wellness Reimbursement

For teammates enrolled in a State of Nebraska medical plan for the benefit plan year 2022-2023, the State of Nebraska is offering up to a \$250 Wellness Reimbursement for approved wellness purchases. This one-time reimbursement is only available upon submission of receipts for approved items. Items must be purchased between July 1, 2022 and June 30, 2023 to qualify.

To receive reimbursement, you must be currently enrolled in a State of Nebraska medical plan, complete the Wellness Reimbursement Questionnaire, and submit your itemized receipt(s).

Please note: You can only submit the Wellness Reimbursement Questionnaire one time, any additional submissions will not be accepted. Please save up your receipts until you reach the \$250 maximum and convert any paper receipts into an electronic format (pdf, jpeg, etc.) prior to submitting the questionnaire. You will be able to attach multiple receipts to the questionnaire to reach the one-time \$250 reimbursement. The Wellness Questionnaire along with your receipt(s) must be submitted by June 30, 2023.

How do I request my one-time wellness reimbursement questionnaire?

To submit your wellness reimbursement, please use the following directions:

1. Go to the [Teammate Landing Page/LINK](https://link.nebraska.gov/) (https://link.nebraska.gov/)
2. Click on the Employee Work Center (Workday)
3. Log into the Employee Work Center (Workday) with your username and password (please note this is the same system you used to sign up for benefits)
4. Click on the State of Nebraska One-Time Wellness Reimbursement -Reimbursement Request Form, located under the Announcements section on the homepage.
 - a. If you do not see this, you are currently not enrolled in a State of Nebraska medical plan.
5. Click on the Reimbursement Request Form link.
6. Review and answer all the questions on the survey.
7. Enter the amount listed on your receipt(s).
 - a. If your receipt has dollars and cents, round up to the nearest whole dollar. For example, if the receipt is \$246.06 – enter \$247.
 - b. Combine amounts if there are multiple receipts.
 - c. If the amount on your receipt is larger than \$250, only enter \$250.
8. Attach a copy of your receipt(s). You can attach multiple receipts on the request. Only complete one request, regardless of the number of receipts.
9. Hit Submit.

How do I know if my request is approved?

Please allow 10 business days to process your request. After 10 business days, you may log back into Employee Work Center/Workday to check the status. This status will appear in your Employee Work Center/Workday Inbox. If your request was denied, there will be information on why it was denied and possible resolution if applicable. If you need to submit additional information, please submit this through your original request.

Request Status

After 10 business days, log into the Employee Work Center/Workday to check the status of your request. If your purchase has been approved, you will see the reimbursement on your regular check within 30 days. If your purchase has been denied, there will be a message in your Employee Work Center/Workday inbox.

1. Go to the [Teammate Landing Page/LINK](https://link.nebraska.gov/) (https://link.nebraska.gov/)
2. Click on the Employee Work Center (Workday)
3. Log into the Employee Work Center (Workday) with your username and password (please note this is the same system you used to sign up for benefits)
4. Under Announcements – Select the box with the green checkmark
 - a. Click on My Request Status
5. Check the Status and the Additional Details
 - a. If the Status is Pending –
 - i. Please check back, Benefits is working on your request.
 - b. If the Status says Denied and the Additional Details reason is something you can correct
 - i. Go to your Employee Work Center/Workday Inbox, Select Request Process: Wellness Purchase
 - ii. Scroll to the bottom to see the notes on why the request was denied
 - iii. Re-attach or fix the issue and Hit the Submit button at the bottom.

Do not create a new survey.

- c. If the Status is Denied and the Additional Details has a denial reason that cannot be correct, the process is complete.
- d. If the Status is Done and Additional Details has Purchase Approved, the process is complete.
Your reimbursement will be on your regular paycheck within 30 days.