



Teammates,

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.**

**Approved wellness items include:**

- Gym Membership (can include annual cost/receipt for 12 months)
- Personal/Home physical fitness equipment that **only includes:**
  - Treadmill
  - Stationary exercise bike
  - Elliptical machine
  - Weight set(s)
  - Resistance band(s)

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)**.

Your itemized receipt(s) must include identified seller, the date of purchase, item(s) purchased, and price of item(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, you need to log into the [Employee Work Center](#) (Workday) and complete the questionnaire. Step-by-step instructions are available [here](#). **Please note: After submission do not immediately contact the benefits team for information or to check your status.** It will take at least **10 business days** for your request to process and be reviewed. After 10 business days, the status will be updated in your Workday inbox.

**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. Step-by-step instructions are available [here](#).

**How will I receive my reimbursement?**

If approved, your reimbursement will appear on your regular paycheck within 30 days of the approval. Please note your reimbursement is taxable.

**How do I sign into Workday/I have forgotten my Workday password.**

If you need assistance with Same Sign-on please refer to the [Quick Reference Guide](#) and/or [Instructional Video](#) created to assist you.

**Please note:** You must have an **@nebraska.gov** email address as your primary work email to be able to use Same Sign-on. If you do not have an @nebraska.gov email address, you will continue to log in with your current Workday username and password.

**You can also log in without Same Sign-on as well:** If you do not know your current password, please refer to the following [instructions on how to reset your password](#). If you have questions after reviewing the Quick Reference Guide and Video for Same Sign-on, or the instructions on how to reset your password, please contact the LINK Help Desk at [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov) for additional assistance.

**Questions?**

If you have questions or need additional assistance, please feel free to contact the Benefits Team at [as.employeenefits@nebraska.gov](mailto:as.employeenefits@nebraska.gov). **Reminder, if you have submitted a request please allow 10 business days for your request to be processed prior to contacting the Benefit team.** Benefit representatives are available during business hours (8 a.m. and 5 p.m. central time) Monday through Friday.