



PHit Rewards Application

Step 1: Personal Information

Employee ID:	Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Last Name:	First Name:
Campus or Work Location:	Department:
Home or Cell Phone:	Work Phone:

Step 2: Reward for Reimbursement

Activity	Guidelines	Required Documentation
<input type="checkbox"/> Fitness Rewards	Must workout a minimum of 8 times a month or 48 times total over a 6 month continuous period. Reimbursement is 25% of monthly membership fees up to a maximum of \$50.00 for each continuous 6 month period.	Proof of Membership Dues and Payment Proof of Attendance
<input type="checkbox"/> Meeting & Weight Loss Rewards	Attendance at 80% of meetings at an eligible weight loss counseling program, such as Weight Watchers, and a minimum loss of at least 10 pounds. Reward is \$3.00 per pound lost.	Proof of Weight Loss Proof of Attendance
<input type="checkbox"/> Bonus Weight Loss Rewards	Reach weight loss goal per Weight Watchers guidelines and maintain goal for 12 months. Reward is \$100.00.	Proof of Weight Loss Goal Proof of Weight Loss

Step 3: Acknowledgement

To be eligible for PHit Rewards, you must be employed in a full or part time benefit eligible position during the period of activity and when your request is submitted. You must submit all required documentation before reimbursement will be processed.		
Date:	Print Name:	Signature:

Please return this form and all required documentation to the Human Resources Benefits Department, Mercer Campus, for processing. You may also fax your request to 394-4346. All rewards are taxable income and made through payroll.

PHit Rewards Requirements

Fitness Rewards

1. Fitness centers include health clubs, gyms, YMCA's, and other fitness programs that provide aerobic activity.
2. Acceptable forms of documentation include statement on program letterhead or attendance record. Documentation must include monthly dues or fees, and proof of attendance of a minimum of 8 times per month or 48 times total over a 6 month continuous period.
3. You must be benefit eligible when you submit your application for rewards and benefit eligible during at least two-thirds of the time period for which you are requesting a reward. Rewards may be prorated based on period of eligibility.
4. Application for rewards must be submitted within 30 days after the end of the period for which the request is made.

Weight Loss Rewards

1. You must provide proof of 80% attendance at weight loss sessions.
2. A minimum of ten pounds must be lost before award will be paid. The award will not be paid more than once for the same weight loss amount submitted within a 12 month period.
3. Covered weight loss programs include Weight Watchers Programs (excluding Weight Watchers On-Line), Jenny Craig, LA Weight Loss Centers, and Nutri System. All other weight loss programs must be submitted in advance for review.
4. A Program counselor must document attendance and weight loss progress.
5. Acceptable forms of documentation include statement on program letterhead, attendance record, business card of counselor with signature and proof of attendance and weight loss. Other forms of acceptable documentation will be considered and should be provided in advance for review.
6. You must be benefit eligible when you submit your application for rewards and benefit eligible during at least two-thirds of the time period for which you are requesting a reward. Rewards may be prorated based on period of eligibility.
7. Application for rewards must be submitted within 30 days after the end of the period for which the request is made.