



CITY OF OREM MISCELLANEOUS BENEFITS

Wellness Program

The City, through its wellness program, wants to encourage and motivate employees to implement positive lifestyle changes in their lives. The City, therefore, offers a wellness program that allows employees to exchange fitness points for University Mall Gift Certificates (Mall Money).

Fitness Logs are available from the Department Secretary or the Human Resources Office. All completed Fitness Logs are due by the 15th of each month for the previous month's exercise. Complete Fitness Logs are sent to Connie Young, Recreation Dept. The points are entered in to the computer and are displayed on your paycheck stub. When you want to convert points to Mall Money, complete the appropriate section on the form and gift certificates will be ordered.

Throughout the year, the City offers various programs to assist employees with their wellness program. The City provides free passes for employees to the Fitness Center.

Additional information on this program can be obtained from your supervisor or the Human Resources Office.

Recreation Pass (Section 4.23 of the Orem City Employee Handbook, as amended)

Full-time, part-time benefitted, and Orem Fitness Center employees are entitled to a Fitness Center pass according to the Recreation Department's requirements. Benefitted employees may receive an annual family fitness pass at no charge.

The Orem Fitness Center is located at 580 West 165 South, Orem. The main number to the Fitness Center is 801-229-7514.

FITNESS POINT PROGRAM

There are 3 ways to access the Fitness Point Program on your computer. I will explain how to access the Fitness Point Program from each of the three respective areas of your computer, after which I will explain how to enter and record points.

ACCESS #1: Orem Application Toolbar:

1. Turn on your work computer. The Orem Application Toolbar should automatically appear.
2. On the Orem Application Toolbar look for the "Recreation" tab. Under this tab there is a section entitled "Online Fitness Point Log".
3. Click on "Online Fitness Point Log", and a screen will appear asking for your User name and Password.
4. It is the same User name and Password you use when entering your timecard.
5. This will take you to the screen titled "ENTER POINTS". This page is divided into 4 sections: Lifestyle, Diet, Clean Air (November –February only), and Fitness.

ACCESS #2: Timecard: timecard.orem.org

1. Bring up the INTERNET on your computer.
2. In the URL line, type in: timecard.orem.org (NO www. Before timecard)
3. Sign in as though you were going to enter time on your time card.
4. When you get to the screen to enter your time, at the top there is a series of 8 pictures that Allow you to access information. Click on the picture entitled "F Points". The picture is a tennis player.
5. This will take you to the screen titled "ENTER POINTS". This page is divided into 4 sections: Lifestyle, Diet, Clean Air (November—February only), and Fitness.

ACCESS #3: INTRANET:

1. Bring up the INTRANET on your computer.
2. On the toolbar across the top, click on "HR PORTAL".
3. Under "HELPFUL LINKS" click on the picture at the far right, the girl exercising. When you put your curser on the picture it will highlight the picture and say "FITNESS POINTS".
4. This will take you to the "Fitness Points Program" login screen.
5. Log in with the User name and Password you use to enter your timecard.
6. This will take you to the screen titled "ENTER POINTS". This page is divided into 4 sections: Lifestyle, Diet, Clean Air (November—February only), and Fitness.

Explanation of how to enter points:

Once you are on the screen titled "ENTER POINTS" (#5 or .#6 above) you will notice it is divided into the four sections; Lifestyle, Diet, Clean Air (November—March only), and Fitness.

ENTERING POINTS:

1. Let's start with the first section, Lifestyle.
2. To enter points you click on the "Edit" button on the far left of the column. (After you click the "Edit" button it will give you the option to "Update" or "Cancel" (I will come back to this later) this will allow you to enter points in the "Earned Points" column on the far right. The column next to the Earned Points column is entitled "Possible Points". This column provides you with the maximum points you can earn in each area. It will either be points earned per week or per month.
3. On the first line "Average 7 hours of sleep each night", in the possible points column it says 3/wk. You can earn 3 points per week. There are four weeks in the month so 3 points x 4 weeks will give you 12 points. You enter 12 points in the "Earned Points" column.
4. After you have entered your points, go back to the "Update" button at the left and click on it. This will enter your points and allow you to move to the next line.
5. Proceed to the next line and click on the "Edit" button and enter the correct points allowed. Do this for each line item in the box. Some lines you may leave empty and not enter points because it does not apply to you.
6. After you have completed each of line item in "Lifestyle" section move to the next box titled "Diet" and proceed in the same manner. Do this for each of the four boxes. The third box titled "Clean Air" (is only available December—February of each year). In the final box titled "Fitness", you may not be able to finalize the information until you have completed the month, due the information it is asking for.
7. Once you enter information in each of the three (four) boxes it will automatically be saved. There is no "Saved" button to push.

You are now ready to move to the next screen and enter your daily exercise. Scroll back up to the top of the page. Under the heading of:

CITY OF OREM
City Employee Fitness Points Entry Form
Period: January 2016
Employee Name

You will find three (3) boxes titled: **Fitness Entries / Exercise Log / Final Submit**. You have already completed the box titled "Fitness Entries" (Entering Points about #1--#7).

You are now ready to click on the box titled "Exercise Log". This will take you to screen that will allow you to enter your daily exercise workout.

1. Click on the date and enter the day you exercise.
2. Go to the "Exercise Description" box and type in your exercise: bicycling, stair stepper, weight lifting, jogging, walking, swimming, skiing, etc. You have the option to keep this exercise by clicking "Keep" next to the box.
3. Choose the "TYPE" of activity: Group 1 Activity / Group 2 Activity / Group 3 Activity. For information about what group your exercise fits into click on the "Help" button to see the definition for each group. Then select the correct Activity Level for your exercise.
4. In the "Minutes" box enter the number of minutes you performed the exercise. A minimum of 10 minutes is required to start.
5. Next click the button that says "Add Entry". Your entry will show up in the table below.
6. If you make a mistake you can click on the "Delete" button in the far left column and start over.
7. Follow these steps for each day you exercise and what exercise you perform, for the entire month.
8. Once the month is over you will be ready to submit your log.

To submit your log click on the box titled "Final Submit"

1. This screen will show you the points you have earned in each category; Lifestyle Points, Diet Points, Clean Air Points (December –February), Fitness Points. It will show you your Total Points for the month.
2. You have the choice to "Submit This Month's Form" or "Request Mall Money".
3. If you click on "Submit This Month's Form", your Fitness Log will be submitted and you are done.
4. **IMPORTANT!!!!!!!!!!!!!!** If you choose to submit your fitness log, you must do so before the 15th of the next month. If you try to submit your fitness log after the 15th of the next month you will not be able to and will lose that month's exercise points!!
5. If you click on "Request Mall Money", you will need to enter the amount of money you would like to have. Once you make your selection, click on the submit button and your request will be processed.

After you have submitted your request you can pick up your printed receipt, complete with your picture, from one of the following people:

1. Your Department secretary
2. Lissy Sarvela, Manager of the Orem Fitness Center, ext 7451
3. Kathleen Speir, Department secretary for Administrative Services in the Utility Billing office, ext 7017

Once you have your receipt, you can take it to the INFORMATION BOOTH at center court of University Mall. Turn in your receipt to the receptionists and you will be given a gift card to use at mall locations.

Lost or Expired receipt:

1. If you lose your receipt or it expires before you redeem it for a gift card, contact Kathleen Speir in Administrative Services for a replacement.
2. If you have redeemed your receipt and picked up your gift card and lose the gift card you are out of luck. A gift card cannot be replaced. It is the same as losing money. It is gone!!!!!!!!!!!!!!!!!!!!!!