Healthy Workplace Initiatives Program

Funding Guide
**KEY CONTACT INFORMATION**

Truelove Twumasi  
Workplace Wellbeing Programs Specialist  
t.twumasi@ubc.ca

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3, 2024</td>
<td>Funding period starts</td>
</tr>
<tr>
<td>February 23, 2025</td>
<td>Optional: deadline to send all invoices/receipts/general ledgers for reimbursement before the end of the funding round. Only if your department requires a partial reimbursement before the end of the fiscal year</td>
</tr>
<tr>
<td>May 2025</td>
<td>Start gathering all documents and pulling general ledgers</td>
</tr>
<tr>
<td>June 3, 2025</td>
<td>The funding period ends. Submission Deadline for all invoices, reports, and surveys due</td>
</tr>
</tbody>
</table>
RUNNING A SUCCESSFUL HEALTHY WORKPLACE INITIATIVE

Getting started

• Connect with your manager or senior leaders about the HWIP initiative and ask them to promote and participate. This is an excellent opportunity for leaders to show their commitment to wellbeing. Senior leaders’ involvement can also generate interest and inspire others to join the initiative.

• Enlist support from others to help coordinate or set up activities.
  o If your department has a wellbeing/wellness committee this may be a good place to start or enlist the support of those who are already interested in supporting wellbeing in your department. Create a small working group or planning committee to share the workload
  o Connect with a Workplace Wellbeing Ambassador in your department or Social/engagement committee if you have one

• Plan early and think beyond one-off events
  o Consider the different seasons and workload of the team. For instance, you can organize one activity or workshop per season (Fall, Winter, Spring, Summer)

• Brainstorm ideas and obtain feedback from those participating in the initiative. This gives a chance to voice ideas, increase buy-in and generate interest in the team.

• Consider how this initiative can be integrated into ongoing programming, processes, or initiatives (e.g., team meetings, Pro-D workshops, strategic sessions).

• When planning take into account accessibility, ease of access to workshops and activities, dietary restrictions, catering to varying physical abilities

• Include an educational component
  o If you are hosting a nutrition or food related event, consider bringing in a dietitian or nutritionist, or contact the Workplace Wellbeing team to provide free workshops and resources
  o The Workplace Wellbeing team also offers free training, on-demand workshops and consulting services

During your initiative

• Get feedback from participants and monitor your progress
  o Check in regularly with your team to discuss progress, and determine, what is working or what could be improved. Review, adjust, and modify the plans. Having data can also be sent to managers and leaders to promote their continued support of the initiative

• Provide incentives to garner interest, but also recognize participation

After

• Celebrating team achievements and success
  o Take time to celebrate your success, both and small.
  o You may wish to host a wrap up event or post the success of your initiative and activities so that everyone can the department can see it
PROGRAM EVALUATION

Evaluation of health promotion initiatives is an important step to long term success. Evaluation can help identify ways to improve programs, justify the use of resources, assess an intervention's efficacy and help identify outcomes.1

HR’s Evaluation
As part of the Healthy Workplace Initiatives Program, you will be required to submit evaluation surveys.

- **Participant Post-Survey** (Minimum of 10 to be submitted): upon completion of your initiative
- **Final Report**: completed by application leads, at the end of your programming.

Your Department’s Evaluation

Participating departments are strongly encouraged to do their own evaluation throughout a Healthy Workplace Initiative Program. The feedback collected by HR relates to individual health behaviours, not program specifics.

Surveying your group will help to assess the program’s rollout, popularity, viability and future sustainability. You will find a sample Department Evaluation as part of this toolkit.

---

REIMBURSEMENT GUIDELINES

HWIP funds are reimbursed to the allocated department, not individual faculty/staff members.

To ensure a smooth reimbursement process, please provide the following financial documentation:

Required Documentation

- Fill out the coversheet of expenses (please submit in Excel format)
- Copy of Invoices/Receipts
  - Ensure each transaction matches the corresponding receipt in the coversheet of expenses.
- Copy of General Ledger for Each Transaction
  - Provide a PDF, Excel file, or screenshot of the General Ledger to find the general ledger.
  - Submit the ledger amount corresponding to what you are claiming*
  - Clearly identify and label receipts to match the ledger amount.

*Ensure you have the appropriate security access in Workday to view your department’s reports. If you cannot access your department’s reports please connect with your finance team or supervisor

How to pull ledgers from Workday:

1. Search for Ledger Summary – Distributed Report
2. Enter Worktags (Cost Center, Period, Program/Grant/Project/Gift/Gift Initiative/Activity)
3. Select any amount in blue (either for month or Year-To-Date Total)
4. Select PDF or Excel to save a copy that can be downloaded.
5. Please match the ledger transactions to the receipts/invoices to facilitate reimbursement.

- Your department’s Workday Tags--Include relevant tags such as fund, cost center, program, project, grant, gift, or gift initiative.

Additional Information

- GST Rebate: The HWIP Fund will reimburse all approved transactions less the GST rebate (if applicable).
- Alcohol: The HWIP Fund will not reimburse for alcohol under any circumstances. If alcohol is included, it will be deducted from the total amount.

Submission Process

Send all documents via email to Truelove Twum-Afriyie: t.twumasi@ubc.ca
Your department will not be reimbursed until all the necessary documentation has been submitted for each transaction. Ensure all documents are complete and accurately labelled to avoid delays.