

FREQUENTLY ASKED QUESTIONS (FAQs)

ONLINE REGISTRATION (ALL CAMPUSES)

- *Who uses the online registration?*
- *How do I log in?*
- *What are the categories for WorkLife Offerings?*
- *I can't remember my username/password. What do I do?*
- *I want to register for a class, but can't find it. Can you tell me the path?*
- *I registered for a course, but can't attend after all. How do I drop this course?*
- *I am on the wait list. Will I be informed when there are openings?*

SPOUSES/SAME-SEX DOMESTIC PARTNERS (ALL CAMPUSES)

- *My spouse/same-sex domestic partner does not have a career account. How can they register for programs or access "Check My Apples"?*
- *Do I have to submit a Spouse Verification form every year?*

WELLNESS SCREENINGS – West Lafayette

- *How do I register for a wellness screening appointment?*
- *What is the difference between School of Nursing and StayWell wellness screenings?*
- *How do I cancel my appointment for a wellness screening?*

OFFERINGS

- *WEST LAFAYETTE - All the classes are full. Will they be offered again?*
- *ALL CAMPUSES - How do I complete Purdue's online health awareness offerings?*

HEALTHY PURDUE 2009 (ALL CAMPUSES)

- *What is the purpose of Healthy Purdue?*
- *Is my information kept private?*
- *What's new for Healthy Purdue in 2009?*
- *Where do I look for information about Healthy Purdue?*
- *Why is Healthy Purdue changing?*

ELIGIBILITY (ALL CAMPUSES)

- *Who is eligible to take part in Healthy Purdue 2009?*
- *I'm a new employee. Can I participate?*
- *Are graduate staff eligible for Healthy Purdue 2009?*

APPLES (ALL CAMPUSES)

- *What are the apples for 2009?*
- *Can I do all four red apples, or do I need to do different colored apples?*

CHECK MY APPLES (ALL CAMPUSES)

- *How do I track my progress?*
- *How long does it take to show up on my tracking that I have completed all these programs?*

MEDICAL PLAN PREMIUM REDUCTION (ALL CAMPUSES)

- *I want to make sure I understand the structure of Healthy Purdue 2009, concerning the HealthPath Questionnaire (HPQ) and the apples. My husband and I both completed a wellness screening. If I complete the HPQ and four apples, I receive a \$200 medical plan premium reduction off my 2010 premium. Since my husband is covered by my insurance, if he does the same, will that mean an additional \$200 premium reduction in 2010? And does this replace last year's incentives (the \$150 for the screening and HPQ, and the \$250 for completing five apples)?*
- *I have completed my wellness screening, HealthPath Questionnaire, and my four apples. When will I get my medical plan premium reduction for 2010?*
- *How is the medical plan premium reduction for 2010 paid?*

FORMS (ALL CAMPUSES)

- *What forms do I need?*
-

ONLINE REGISTRATION (ALL CAMPUSES)

Who uses the online registration?

- Purdue employees at the West Lafayette campus use the online registration system to register for classes, wellness screenings, and flu shots, and to track their apples.
- Regional campus employees and Purdue employees at other sites in Indiana use the online registration system to log in to register for online health awareness offerings and to track their apples.
- Spouses/same-sex domestic partners use the online registration system to register for classes, wellness screenings, and flu shots on the West Lafayette campus, and to track their apples.

How do I log in?

- Purdue employees at the West Lafayette campus use their career account and password to log in.
- Regional campus employees and Purdue employees at other sites in Indiana use their career account and password to log in.
- Spouses/same-sex domestic partners create their own account using the Purdue employee's PUID. Spouses/same-sex domestic partners begin by clicking on "start here" on the login page to set up their account.

What are the categories for WorkLife Offerings?

- "Behavior and Lifestyle Change Programs" are offerings that generally meet several times or for several hours. These are indicated by a purple apple next to the offering title.
- A red apple next to the title indicates a "Health Awareness" offering, referring to presentations that are generally one-time events of one hour or less.
- The "Wellness Screenings" listing provides a list of available dates, times, and locations for participants to take part in a campus wellness screenings through the School of Nursing or StayWell Health Management.
- "Purdue's online offerings" lists health awareness (red apple) presentations that are available to be viewed online. After viewing the presentation, participants must complete an online quiz to receive credit.
- "Flu shots" provide appointment registration and flu shot availability information. Flu shots are available at certain times of the year to benefit-eligible faculty, staff, graduate staff, official retirees, and their spouses/same-sex domestic partners.

I can't remember my username/password. What do I do?

Follow these steps to retrieve your username or password:

- Visit www.purdue.edu/worklife and click on "Register Now" on the left side of the screen.
- Scroll down past "log in here" and follow the steps outlined under "Forgotten username or password?"
- If you have a career account you will need to contact your campus for assistance
- If you do NOT have a career account, click on "Username" or "Password" and follow the instructions as requested

I want to register for a class, but can't find it. Can you tell me the path?

To register, follow these steps:

- Visit www.purdue.edu/worklife and follow the link to log in to the online registration system.
- Use your career account username and password to log in.
- The screen will show all the current month's offerings from WorkLife Programs, as well as programming available through the rest of the year. Select a month to see what offerings are available.
- Behavior and Lifestyle Change Programs are indicated by a purple apple next to the offering title. These offerings generally meet several times or for several hours.
- A red apple next to the title indicates a Health Awareness offering, a presentation that is generally a one-time event of one hour or less.

- To select an offering, click on its title to find the date, time, and location. Select the session you want to register for by clicking the “Add” button. The system will ask you to confirm whether or not you wish to add the course. Click on "yes" to register.

I registered for a course, but can't attend after all. How do I drop this course?

To drop a course, follow these steps:

- Visit www.purdue.edu/worklife and click on "Register Now" on the left side of the screen.
- Log into the online registration system using your career account username and password.
- On the left-hand navigation bar, select “My Enrollment.” You will see all the courses for which you are currently registered.
- Find the offering you wish to drop, and click the “Drop” button on the right side of the screen. Select “yes” to cancel your registration.

I am on the wait list. Will I be informed when there are openings?

- If registered participants drop the course, and openings become available, those on the waiting list will receive an e-mail telling them to log in and register for the course/offering. Openings are not automatically filled from the waiting list as they become available.

SPOUSES/SAME-SEX DOMESTIC PARTNERS (ALL CAMPUSES)

My spouse/same-sex domestic partner does not have a career account. How can they register for programs or access “Check My Apples”?

- Visit www.purdue.edu/worklife and follow the link to log in. Spouses/same-sex domestic partners will click on “New User” in blue, just below the password box.
- After clicking on “New User,” the spouse/same-sex domestic partner will fill out the registration screen, starting with the employee’s or retiree’s PUID number. The next step is to create a username and password.
 - Passwords must contain at least 1 letter.
 - Passwords must contain at least 1 number or punctuation mark.
 - Passwords must be at least 8 characters long.
 - Passwords must contain more than 4 unique characters.
 - Passwords may not contain easily guessed words (e.g., Purdue, ITAP, boiler).
 - Passwords may not contain your name or parts of your name (e.g., Bill, Julie, Bob, or Susan).
 - More information on passwords:
<http://www.purdue.edu/securepurdue/bestPractices/passStandards.cfm>
- Then complete the remaining required information and click on “Submit.” Spouses/same-sex domestic partners only need to complete the “start here” page on their first visit to the site. After registration is completed, they will be able to log in using the username and password they created.

Do I have to submit a Spouse Verification form every year?

Yes, each year that a spouse/same-sex domestic partner is participating, the employee must complete a Spouse Verification Form.

WELLNESS SCREENINGS – West Lafayette

How do I register for a wellness screening appointment?

Log in to the HRS WorkLife Programs online registration system and click “Wellness Screenings” to view available dates and times. We ask that you register at least 24 hours in advance of your chosen appointment time.

What is the difference between School of Nursing and StayWell wellness screenings?

- Both School of Nursing and StayWell provide the same screening tests, which include: finger stick for total cholesterol and glucose, blood pressure, height, and weight. Purdue benefit-eligible faculty/staff, retirees, graduate staff and spouses/same-sex domestic partners are eligible for one free wellness screening per calendar year (except graduate staff spouses/same-sex domestic partners \$20). Graduate staff and their spouses/same-sex domestic partners are encouraged to register for School of Nursing wellness screenings.
- School of Nursing provides screenings by the senior nursing students under the supervision of the Nursing faculty. School of Nursing has appointments available throughout the year, generally on Mondays, Tuesdays, Wednesday, and Fridays between 8:30 a.m. and 3:30 p.m. Many appointments are available in Johnson Hall, room B-5, but School of Nursing does travel to other sites to conduct screenings.
- StayWell provides screenings to increase the availability of appointments for the large population of faculty and staff on the West Lafayette campus. Our vendor, StayWell, provides the staff for these appointments. StayWell appointments are generally scheduled during fall and spring semesters on Thursdays, Fridays, and Saturdays, including two weekdays during Spring Break. StayWell appointments are held in various campus locations and include some evening hours.

How do I cancel my appointment for a wellness screening?

If you need to cancel your screening appointment, log in to the registration system and click “My Enrollment” on the left navigation bar. Your screening appointment should show on the enrollment screen. Simply click “Drop,” and then click “Yes” when you’re asked to confirm your cancellation.

OFFERINGS

WEST LAFAYETTE - All the classes are full. Will they be offered again?

Yes, courses are being offered each quarter. Visit www.purdue.edu/worklife for a current list of offerings with dates, times, and locations for which individuals may register and attend.

ALL CAMPUSES - How do I complete Purdue’s online health awareness offerings?

You will first need to register for the online health awareness topic of your choice. You will find the listing of available online topics under “Purdue’s online offerings.” After you have registered for the online health awareness topic, then you can view the presentation. If you are viewing this online health awareness offering for credit for a red apple, you must pass the quiz after viewing.

HEALTHY PURDUE 2009 (ALL CAMPUSES)

What is the purpose of Healthy Purdue?

Healthy Purdue is aimed at protecting the health and productivity of Purdue faculty and staff through prevention, containing health care costs through health promotion, and leading in research and education.

Is my information kept private?

HRS WorkLife Programs has a strong commitment to privacy. The confidentiality and security of your data are very important. Scores from the wellness screening and health questionnaire are not added to any Purdue employee files and do not have any impact on job status

What’s new for Healthy Purdue in 2009?

Instead of two levels of participation as in 2008, there is just one. Participants complete a wellness screening, HPQ, and four apples to earn a \$200 medical plan premium reduction (\$400 with employee AND spouse/same-sex domestic partner participation) in 2010. The \$200 will be paid incrementally on the employee’s pay during 2010. Employees who leave Purdue or retire before the end of 2010 will not receive the full \$200 medical plan premium reduction.

Other changes include:

1. Earn four apples this year instead of five. We have combined the three self-reporting apples into two.

2. The HealthPath Questionnaire (HPQ) is available from February 2 through November 20, 2009, allowing participants more time to complete it this year than last year.
3. Participation dates are January 1 through November 20, 2009.

Where do I look for information about Healthy Purdue?

- Online – Start at the Healthy Purdue Web site, www.purdue.edu/healthypurdue. From that site you may link to your campus program's Web site for campus-specific information.
- Newsletter – New in 2009: A new quarterly newsletter, *Choose Well, Live Well*, is an integrated publication featuring information from Staff Benefits and WorkLife Programs on available campus resources and programming. The newsletter is mailed to employees' campus addresses.
- Inside Purdue – Monthly newspaper delivered to faculty and staff at their campus address.
- Purdue Today – Daily news digest sent via e-mail to the University community.
- Call StayWell's HelpLine at (800) 926-5455 for questions about the HPQ or any of StayWell's offerings. StayWell HelpLine hours: Monday through Thursday, 9 a.m.-9 p.m. (ET), Fridays, 9 a.m.-7 p.m. (ET) Saturdays, 9 a.m.-1 p.m. (ET). (Voicemail available after hours.)

Why is Healthy Purdue changing?

After three years of programming, Healthy Purdue is moving into a new phase for 2009.

The first three years of the program rewarded faculty and staff for completing a wellness screening and health questionnaire, and then upped the reward for those meeting specified criteria to earn Healthy Purdue apples. Healthy Purdue 2009 emphasizes putting knowledge into action by combining these important activities as the means for earning a reward.

As in the past, faculty and staff are encouraged to get a wellness screening and complete the HealthPath Questionnaire, but the reward – both to health and to the pocketbook – comes in marrying the knowledge gained through these activities to a healthy lifestyle.

Benefits-eligible faculty and staff completing a screening, the HealthPath Questionnaire, and four Healthy Purdue apples during 2009 will receive a \$200 medical plan premium reduction in 2010. Spouses and same-sex domestic partners of benefits-eligible employees can also earn the \$200 medical plan premium reduction by completing these activities.

While Healthy Purdue has always maintained that good health is its own reward, the \$200 medical plan premium reduction brings attention to the effect an individual's healthier lifestyle can have on the entire Purdue community by helping to keep health care costs in line.

Healthier employees, spouses, and same-sex domestic partners on Purdue's medical plans should have a positive effect on claims. In turn, these plan participants will be rewarded for their efforts with a reduced medical plan premium.

Purdue has made significant strides toward building a healthy culture during the past three years. Many people will tell you that they know their health status and they know what they should be doing, but putting this knowledge into action is what often proves difficult. This new phase of Healthy Purdue aims at giving faculty and staff a nudge in the right direction.

An added bonus to the 2009 arrangement is that participants will have greater flexibility as to when they complete the HealthPath Questionnaire. Because participants no longer need to complete the HealthPath Questionnaire before earning apples, they can take the HPQ anytime up to November 20.

ELIGIBILITY (ALL CAMPUSES)

Who is eligible to take part in Healthy Purdue 2009?

Benefit-eligible faculty, staff, and retirees, long-term disability participants, and spouses/same-sex domestic partners can take part. Graduate staff are not eligible to participate.

Benefit-eligible faculty and staff, LTD participants, and their spouses/same-sex domestic partners are eligible for the \$200 medical plan premium reduction.

I'm a new employee. Can I participate?

New employees are welcome and encouraged to participate in Healthy Purdue 2009, but employees hired in the fall 2009 may not have enough time by the November 20, 2009 deadline to compete activities to achieve the 2010 premium reduction.

Are graduate staff eligible for Healthy Purdue 2009?

No, graduate staff may not take part in Healthy Purdue 2009. However, there are offerings for them:

- One free wellness screening per calendar year. Spouses/same-sex domestic partners of graduate staff pay \$20.
- Graduate staff and their spouses/same-sex domestic partners are to get their wellness screening from the School of Nursing on the West Lafayette campus. There is a vendor, StayWell, that also provides wellness screenings, but graduate staff are not invited to participate in those screenings.
- Free flu shots are available for graduate staff and spouse/same-sex domestic partners.
- Health awareness workshops and behavior and lifestyle change programs

APPLES (ALL CAMPUSES)

What are the apples for 2009?

In 2009, there are six apples to choose from:

Blue – StayWell Health Coaching. StayWell Health Management provides health coaching through the “Next Steps” program. Coaching is available after you complete the HPQ. Select a topic based on your questionnaire results. Coaching can be done by phone or by mail.

White – StayWell Online Healthy Living Programs. Available on StayWell’s Web site, this six-module interactive program offers weekly online activities. Choose one health topic and complete the six modules and an assessment to earn a white apple.

Purple – Behavior and Lifestyle Change Programs. Programs help you develop skills and make behavior or lifestyle changes. They meet regularly over six to 14 weeks or for a minimum of six hours. In 2009, you may earn one purple apple toward your four. There are three ways to complete a program:

- Campus offerings (in person or online/e-mail based)
- Community alternative
- Training alternative

Red – Health Awareness. This category is for health topic presentations of about 45-60 minutes. You may earn one red apple toward your four for the year. There are four ways to earn a red apple.

- Campus offerings
- Purdue’s online offerings
- StayWell online education centers (complete three for one red apple)
- Community alternative

Yellow – Health Care/Counseling/Preventive Screenings. Completion of this apple, which is self-tracked, involves either:

- Meeting with your health care provider or counselor to discuss one aspect of your HPQ results, such as mental well-being, stress, weight, cholesterol, blood pressure, or tobacco use, or
- Completing all recommended screenings for your age and gender, as suggested in your HPQ results.

Orange – Self-Report. This self-tracked apple is earned by doing one of these activities for six months in 2009:

- Avoiding tobacco products
- Eating five fruits and vegetables most days of the week
- Exercising for 30 minutes most days of the week
- Doing weekly relaxation activities
(for example, yoga, tai chi, deep breathing)

Can I do all four red apples, or do I need to do different colored apples?

- It does look like the red apples would be pretty easy to complete. But in order to complete the four apples necessary to earn the \$200 medical plan premium reduction in 2010, you will only receive credit for one red apple.
- Look for different colors to complete your four apples.

CHECK MY APPLES (ALL CAMPUSES)

How do I track my progress?

- Visit www.purdue.edu/worklife and follow the link to log in to the online registration system.
- Use your career account username and password to log in.
- The next screen you see is “WorkLife Offerings.” On the left side of the screen, click on “Check My Apples.”
- You will see a checklist that shows your progress toward completing your apples for 2009.
- The HealthPath Questionnaire (HPQ) box will be updated with the date you complete your HPQ. It may take several weeks for the date to appear in the system. If you have questions about your HPQ completion date, you may call StayWell at (800) 926-5455. StayWell HelpLine hours: Monday through Thursday, 9 a.m.-9 p.m. (ET), Fridays, 9 a.m.-7 p.m. (ET) Saturdays, 9 a.m.-1 p.m. (ET). (Voicemail available after hours.)

How long does it take to show up on my tracking that I have completed all these programs?

- There will be monthly updates for the StayWell and Purdue offerings. For example, if a participant completes the “white apple” – StayWell Online Healthy Living Program – in June, the update to “Check My Apples” would occur in July or August. If you have questions about the tracking, e-mail or call you campus program:
 - West Lafayette: worklife@purdue.edu, (765) 494-5461
 - Calumet: lowry@calumet.purdue.edu, (219) 989-2709
 - Fort Wayne: tillapau@ipfw.edu, (260) 481-6647
 - North Central: tlaux@pnc.edu, (219) 785-5519
- If you are looking for the blue or white apples, those are both StayWell offerings. You may call the StayWell HelpLine (800) 926-5455 to ask about your completion date. StayWell HelpLine hours: Monday through Thursday, 9 a.m.-9 p.m. (ET), Fridays, 9 a.m.-7 p.m. (ET) Saturdays, 9 a.m.-1 p.m. (ET). (Voicemail available after hours.)
- These are the StayWell programs:
 - Blue Apple – StayWell Health Coaching
 - White Apple – StayWell Online Healthy Living Programs
 - Red Apple – StayWell online education centers (complete three for the red apple)

MEDICAL PLAN PREMIUM REDUCTION (ALL CAMPUSES)

I want to make sure I understand the structure of Healthy Purdue 2009, concerning the HealthPath Questionnaire (HPQ) and the apples. My husband and I both completed a wellness screening. If I complete the HPQ and four apples, I receive a \$200 medical plan premium reduction off my 2010 premium. Since my husband is covered by my insurance, if he does the same, will that mean an additional \$200 premium reduction in 2010? And does this replace last year's incentives (the \$150 for the screening and HPQ, and the \$250 for completing five apples)?

Correct. Completing the HPQ and four apples as part of Healthy Purdue 2009 will earn an employee a \$200 medical plan premium reduction in 2010. If the employee's spouse/same-sex domestic partner also completes the requirements, that would mean a total of \$400 in medical plan premium reductions in 2010. The \$200 medical plan premium reduction replaces all incentives offered in previous years.

I have completed my wellness screening, HealthPath Questionnaire, and my four apples. When will I get my medical plan premium reduction for 2010?

- The \$200 medical plan premium reduction will be paid in 2010. The \$200 will be applied incrementally on the employee's pay during the year. Employees who leave Purdue or retire before the end of 2010, will not receive the full amount of \$200.
- The \$200 medical plan premium reduction for spouses/same-sex domestic partners will be applied to the employee's pay incrementally during the year.

FORMS (All Campuses)

What forms do I need?

Spouse Verification Form – Faculty and staff who have a spouse/same-sex domestic partner who does not work at Purdue will need to complete the Spouse Verification Form if their spouse/same-sex domestic partner will be participating in Healthy Purdue 2009. This form is to be filled out every year to confirm spouse/same-sex domestic partner information. In 2009, this form is online in the “Check My Apples” section.

Wellness Screening Form – Participants who see their health care provider to get their wellness screening completed use this form to document their screening values. Participants keep this form for their records and use it when filling out the HealthPath Questionnaire. This form is located on the [Healthy Purdue Web site](#). Click on “Forms”.

Training Alternative Form – If you train for and compete in a qualifying exercise event use this form as an alternative way to earn the purple apple. The form is located on the [Healthy Purdue Web site](#). Click on “Forms”. If not sure if the exercise event you are doing qualifies, be certain to contact your campus program to find out.

Community Alternative Form – If you take part in health-related offerings from other campus programs, hospitals, fitness centers, or community organizations, you may receive credit for a purple or red apple, depending on the specifics of the offering. Before participating, contact your campus program to review the details and receive approval for the alternative. If approved, campus program staff will mail the form to you.

Medical Alternative Form – Participants who are unable to earn the apples due to a medical condition may develop an alternative way to qualify. Contact your campus program to discuss. If approved, campus program staff will mail the form to you.