

WellBeing Allowance

September 2020

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General Questions

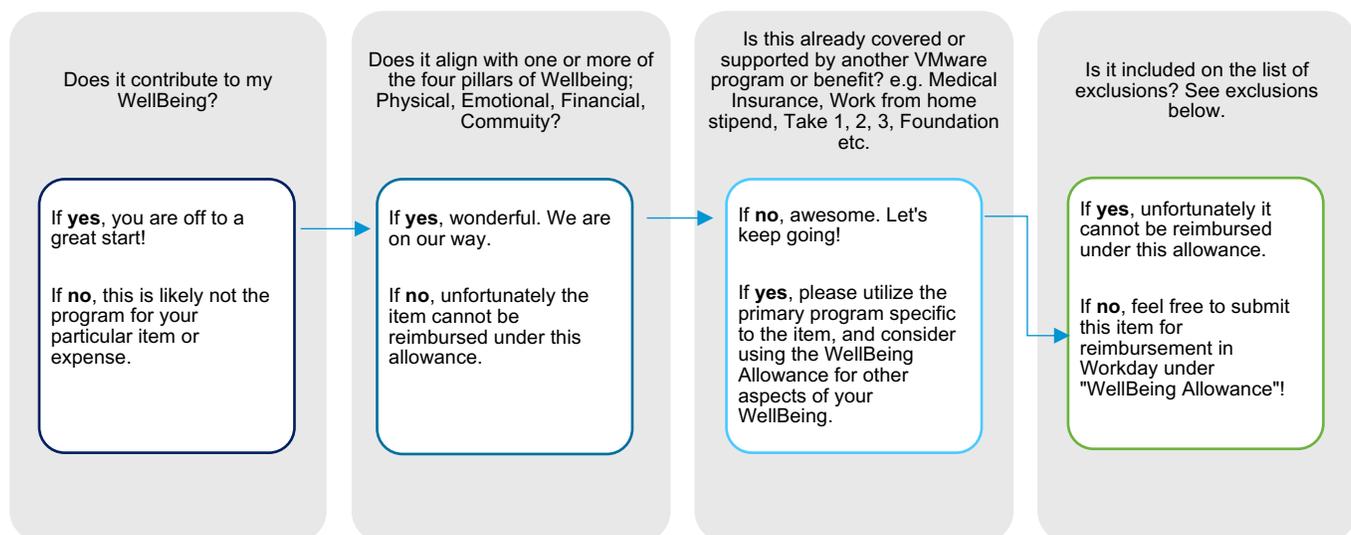
What is the WellBeing Allowance?

- A. The WellBeing Allowance supports VMware employees with a subsidy towards the cost of expenses that support your overall WellBeing; physical, emotional, financial, and community. Allowance amounts are equitably adjusted regionally by country. To view your country's allowance in local currency, visit the benefits microsite.

What expenses are eligible for the allowance?

- A. There is no set list of eligible programs or activities. Any program, item, or activity may be eligible if it provides facilities, equipment, classes, instruction, or support for enhancing WellBeing in one of the four pillars; physical, emotional, financial, and community. This ranges from fitness centers, healthy cooking classes and equipment to mindfulness apps, financial trackers, and community events or materials for a peaceful protest.

As you can imagine, the allowable list is massive. To assist you in determining if an expense is allowable please answer the questions and follow the chart below:



What items are excluded from the allowance?

- A. See list of exclusions below. Please feel free to [ASK HR](#) if you are unsure:

- Firearms, weapons of any kind
- Illegal drugs
- Alcohol, cigarettes or any other vices potentially harmful to health
- Any item currently covered under another VMware program irrespective of enrollment e.g. Health Insurance, Home Office Subsidy, Take 1 – 3, Foundation Contributions etc.

Is the WellBeing Allowance based on the fiscal or calendar year?

A. The WellBeing Allowance is based on the calendar year.

Can I be reimbursed for my past WellBeing expenses from a prior year?

A. VMware does not allow submissions for a prior calendar year expense. However, if you pay your expense in advance, you can submit it for the calendar year in which you incurred the expense. (EX: pay in December 2020 for 2021 membership / classes)

Program Changes effective 9/1/20

Why am I only getting this in September?

A. Prior to the program expansion this benefit was limited to a fitness reimbursement and therefore was not available for employees assigned to an office with onsite gym facilities. With our Q3 rebranding and expansion to include total WellBeing this was the perfect time to include all employees regardless of assigned office.

Why did my allowance amount change?

A. We conducted a thoughtful review of the WellBeing allowance and adjusted the amount to reflect indexation in local currency. To achieve equity in value the amounts will be adjusted by country rather than a dollar for dollar conversion as previously executed. The effective date(s) of this change will be done in phases starting September 1, 2020 with countries experiencing newly expanded eligibility. We arrived at the adjusted allowances using analysis from several sources including OC Tanner and Mercer. This follows similar methodology used in the At Your Best recognition program.

With this expansion I am newly eligible, can I submit WellBeing expenses incurred in 2020 but prior to September?

A. Yes, you are able to submit wellbeing expenses incurred in this calendar year up to the max available in your country.

Eligibility

How do I know if I am eligible to participate?

A. All regular benefits eligible employees will be eligible. To view your country's eligibility and allowance amounts, review the [WellBeing Allowance table](#).

I am a part-time employee. Am I eligible for this Program?

A. Yes, part-time employees in the US that work at least 20 hours per week will be eligible. Non-US part-time employees that work 60% or more of a normal workweek as determined by the Labor Standards within their home country will also be eligible for the allowance, as determined by your contract of employment.

I am an intern. Am I eligible for this Program?

A. No, interns and contractors are not eligible for the Program.

I am on a long-term work assignment in another country. Am I eligible?

A. Yes, you will be eligible for the allowance applicable to the country you are assigned. Your expense should be submitted while you are in the assigned country.

I am on a leave of absence. Am I eligible?

A. Yes, you are still eligible for the Program while you are on an approved Leave of Absence. Please note, if you are located in Israel, your allowance will not be included on payroll until you return from your leave.

I am moving to a location, whose local currency and allowance amount is different from my current, what should I do?

A. The allowance amount and eligibility will be automatically adjusted in workday when your change in location is completed. If you have already submitted your expense in the prior country, no further action is required.

Financial Questions

How much will I be allowed to expense?

A. VMware will reimburse up to your country's maximum allowed. To view your country's WellBeing allowance, review the [WellBeing Allowance table](#).

How do I submit for the Allowance?

A. Login to [Workday](#) and submit an expense report once you have accumulated up to your max allowance, or before the end of the calendar year. While completing an expense report, you will need to provide documentation for the fees you paid during the calendar year. Please reference the [WellBeing Allowance Quick Reference Guide](#) for step by step instructions on how to submit your expense report.

When do I submit my expenses?

A. The deadline for expense report submissions is the last day of the calendar year in which you incurred the expense. Late submissions will not be accepted. Remember that you can submit your expenses anytime during the calendar year, once you have accumulated up to your max allowance. You may only submit one expense per calendar year. If you submit less than your max allowable allowance, you will not be able to submit another expense until the following calendar year for expenses incurred in the new year.

When will I receive my WellBeing Allowance from VMware?

A. WellBeing expenses submitted by the end of each calendar month, will be paid out in 1 to 3 pay cycles. If you are terminating from VMware, you must submit your expense prior to your termination date. If you need assistance, please submit a [HelpNow Request](#) for assistance.

Will my Allowance be taxable?

- A. Whether your allowance is taxable as income varies by country. To check your country's eligibility confirm with [Payroll](#) accordingly to your country.

What if my total WellBeing expenses exceeds the annual maximum allowed for my country?

- A. In [Workday](#), you will only be able to submit one WellBeing expense report per year, up to the maximum annual amount allowed in your country. Any additional costs for WellBeing will be your responsibility.

Can I be reimbursed for the sales tax paid for my WellBeing expense(s)?

- A. No, sales tax paid on the purchase of a WellBeing expense is not reimbursable.

Expense Report Questions

What is the process for requesting my WellBeing Allowance?

- A. To be reimbursed for your WellBeing expense(s) you will need to login to [Workday](#) and submit an expense report before the last day of the calendar year in which you incurred your expense. Remember that you can submit your expenses anytime during the calendar year, once you have accumulated up to the max allowed for your country.

Can I back date or future date my expense report?

- A. No, the date of your expense report must reflect the date in which you are submitting it. Late submissions for previous years will not be accepted and you are not able to submit for future expenses, unless you incurred the cost in the current calendar year. (EX: pay in December 2020 for 2021 membership/classes/subscriptions)

Why do I need to apply for WellBeing Allowance using Workday instead of Oracle or Concur?

- A. The WellBeing Allowance is a global program cost and [Workday](#) allows us to ensure reimbursements do not impact your organization.

How long will it take before I will know if my expense report is approved?

- A. All expense reports are auto approved in [Workday](#). You will receive a confirmation notification from [Workday](#) via your VMware email address once it is auto-approved. Expenses will be paid via payroll within 1 to 3 pay cycles.

Can I make changes to my expense report once I submit it?

- A. Yes, you can make changes or cancel your expense report. However, you are only able to make changes the same day that you submit the expense report. Please reference the [WellBeing Allowance Quick Reference Guide](#) for step by step instructions on how to make changes or cancel your expense report. If you are wanting to make changes or cancel your expense report and one (1) day has already lapsed, you will need to submit a [HelpNow Request](#) for assistance.

What type of documentation do I need to submit with my expense report?

- A. You can submit either a receipt, an invoice, or a copy of a signed membership or subscription contract including pricing and the duration on the contract. Bank/Credit Card statements are not a sufficient form of documentation.

I changed my fitness provider mid-year; can I be reimbursed for multiple memberships?

- A. Yes, although you can only submit one (1) expense report per calendar year. You can include costs for multiple fitness costs. Include documentation for all expenses incurred. The annual maximum is cumulative, so reimbursement of your combined costs will be limited to available maximum per calendar year.

Do I need to present my actual documentation to anyone?

- A. If you are in Brazil, it is a government requirement to present your actual documentation for payment. Brazil employees must first complete their expense request in [Workday](#), then print their expense report, attach their documentation and deliver the documents to the Finance inbox at the Brazil office.

Additional Help

- Can't find what you are looking for? Contact HR Source by clicking [ASK HR](#) on any of the HR pages or phone x29200 > select HR Advisor.
- You may also request assistance by submitting a [HelpNow](#) Ticket.
- For more HR information, please see the [HR pages](#) on VMware Source.