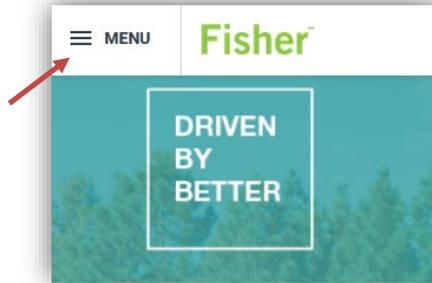


Workday Instructions: FIA Gym Subsidy

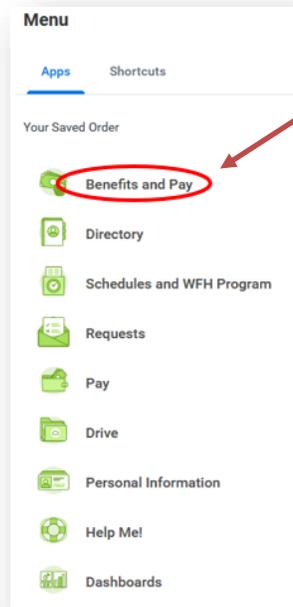
Step 1.

From your Workday Profile click **MENU** in the top left corner.

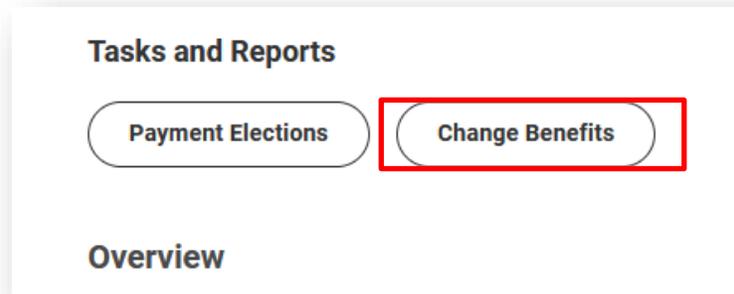


Step 2.

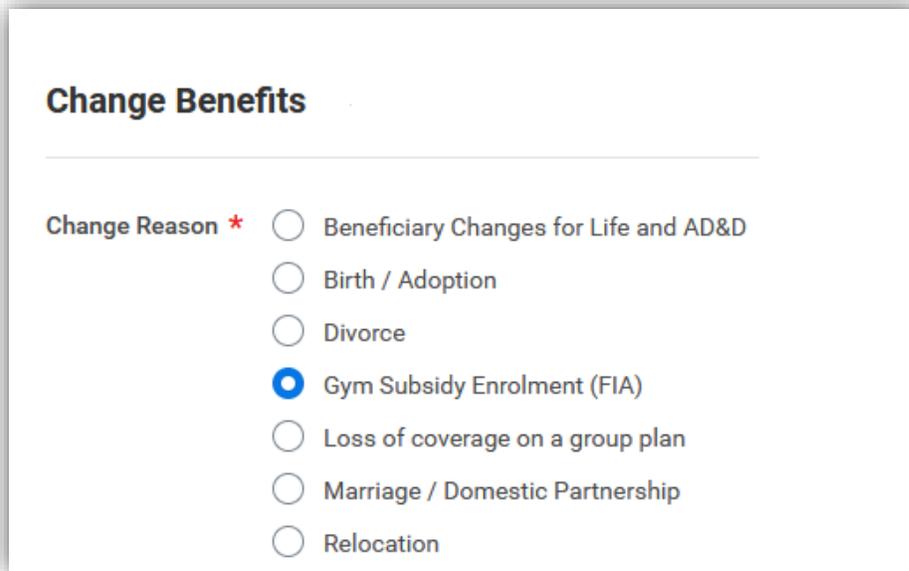
Click **Benefits**.



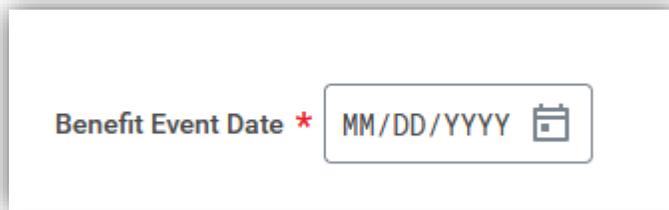
Step 3.
Click **Benefits**.



Step 4.
Click **Gym Subsidy Enrolment (FIA)**.



Step 5.
Enter **Benefit Event Date**



Benefit Event Date * MM/DD/YYYY 

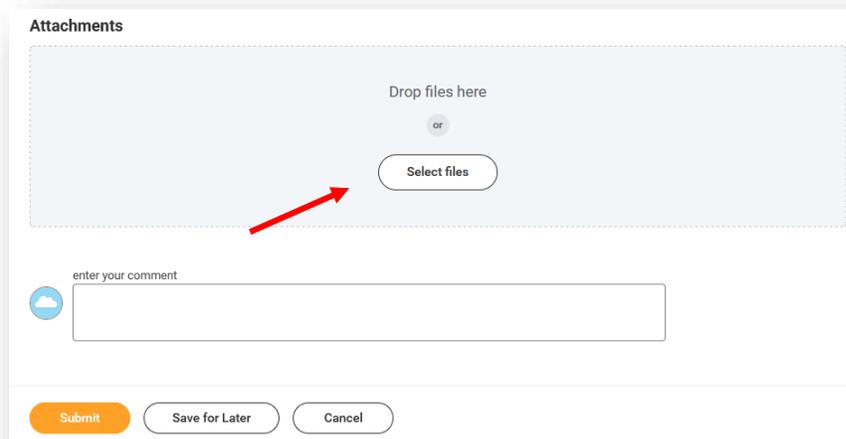
The **Benefit Event Date** should be one of the following:

- A. **1st of the month following the contract start date**, if the start date begins after the 15th day of the month. *Example:* Gym contract begins on 16 April, enter the benefit event date as 4/1/2024

OR

- B. **15th of the month** if the contract start date is between the 1st and the 14th day of the month. *Example:* Gym contract begins on 14 April, enter the benefit event date of 4/15/2024.

Step 6.
Attach a copy of the gym contract with terms including cost of membership and duration of contract.
Click **Submit**.



Attachments

Drop files here

or

Select files

enter your comment

Submit Save for Later Cancel

Step 7.
Click **Open** and
Let's Get
Started on the
next pages.

You have submitted
Up Next: | Change Benefit Elections
[View Details](#)
Open

Change Benefit Elections
Initiated On 02/22/2024
Submit Elections By 03/30/2024
Let's Get Started

Step 8.
Click **Enroll.**

Gym Subsidy Enrolment (FIA)
Projected Total Cost (Monthly)
\$0.00
Additional Benefits
 Gym
Waived
Enroll

Step 9.
Click **Select**
then
**Confirm and
Continue.**

Gym

Projected Total Cost (Monthly)
\$0.00

Plans Available

Select a plan or Waive to opt out of Gym.

1 item

Benefit Plan	*Selection	You Pay (Monthly)	Company Contribution (Monthly)
FIA (Gym) Subsidy	<input checked="" type="radio"/> Select <input type="radio"/> Waive		

Step 10.
Select current
year of contract
then **Save.**

On the next
page, **Review
and Sign.**

Gym - FIA (Gym) Subsidy

Projected Total Cost (Monthly)
\$0.00

Coverage

Select the coverage that you would like for this plan.

Coverage * 2025 - 2026

Plan cost (Monthly)

- 2023 - 2024
- 2024 - 2025
- 2025 - 2026

Step 11.

On the View Summary page, you will not need to attach any document.

Read the **Terms and Conditions for the Gym Membership Subsidy**. Click in the “I Accept” box to electronically sign the terms and **Submit**.

Electronic Signature

Terms and Conditions for the Gym Membership Subsidy:

You meet the eligibility requirements as noted in the [Operating Procedure](#).

The gym membership subsidy will be paid in your monthly pay cheque up to the value of \$75 AUD.

You will be required to upload a copy of your 12-month contract when submitting your enrolment. The subsidy payment will begin on the upcoming pay cheque.

If there are any changes to your gym membership the subsidy will cease the month your gym membership ends. If you do not inform [Benefits Services](#) of changes, the subsidy will be terminated.

By clicking on "I accept" below you are hereby acknowledging that you understand the Terms and Conditions and the Company's Operating Procedure.

By clicking on "I accept" below, I also have attached the membership document from my gym.

I Accept