

# EAP Cheat Sheet:

## Avoid These Most Common Mistakes

- **Review the EAP Resource Guide BEFORE submitting your EAP request.** Make sure you understand the program eligibility rules and the process requirements. [Visit the EAP page of the HRSTM website for EAP information and resources.](#)
- **ALWAYS change the Code to MC0001. This is the #1 mistake.** When you forget to change this, it causes Failed Budget errors and processing delays. The Program and Fund fields must be accurate for EAP requests to be processed correctly. **Faculty need to remove the Discipline from the Additional Worktags field.**
- **Complete your Annual EAP Acknowledgement Form.** The form must be attached to your first request of the FY and is only required once every FY. Make sure it is for the correct FY.
- Give yourself enough time; **DO NOT** wait until the last minute. You may need additional time to make corrections or add missing information.
- All travel requests have **TWO (2) STEPS**: Spend Authorization **AND** Expense Report. Don't forget to process your applicable second step once the first step has been approved. Your request is not complete until the second step is processed; your payment will not be made until both steps are done and approved.
- Make sure you **confirm your Supplier** is correct for Supplier Invoice Requests. Use the cheat sheet for [Supplier List for Maryland Colleges and Universities](#). [Create a Supplier](#), if needed. You will need their W9 to do this.
- Make sure your **documentation includes start and end dates** for your EAP request. **EAP requests cannot be approved without dates.**
- Be sure your wellness facility/subscription is approved. **Make sure all of your wellness requests include your proof of attendance and payment.** Email [Megan Cooperman](#) to confirm whether your activity is approved for reimbursement.
- Creating **more than one Expense Report** for one Spend Authorization will generate an error that you have exceeded the 10% buffer for approval. You will have to cancel them all and start over.
- **Remember the correct way to submit your request:** Workday (non-MC courses, conferences, etc., travel, and wellness for EAP and all eligible PDAP), Tuition Waiver website (MC credit courses for FTF and Staff), or via email (MC books and fees and MC non-credit for FTF and Staff).
- Do not submit an EAP request if you have questions about eligibility, timing, etc. **If it is the wrong FY, HRSTM will just send it back for resubmission; we will not fully process the request.** Email us at [EAPRequests@montgomerycollege.edu](mailto:EAPRequests@montgomerycollege.edu) if you have specific questions about your request BEFORE you submit it.
- **Read the comments!** When HRSTM sends back requests with comments, pay attention to the information and/or explanation that was provided.