

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 delete the Discipline from the Additional Worktags field.**
- **Complete your EAP Acknowledgement Form** to make sure you have all the information you need **BEFORE** you sit down to enter your request. 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 requests have **TWO (2) STEPS**: Requisition **AND** Receipt, **OR** 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 Requisitions. Use the cheat sheet in this guide for all 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 your wellness requests include your proof of attendance and payment.**
- 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 enter 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 if you have specific questions about your request **BEFORE** you submit it.
- **Submit proof of attendance for all wellness requests.** Email [Megan Cooperman](#) to confirm whether your activity is approved for reimbursement.
- **Read the comments!** When HRSTM sends back requests with comments, pay attention to the information and/or explanation that was provided.