MONTGOMERY COLLEGE

FY26 EAP RESOURCE GUIDE

Your Guide for Essential Information on EAP, Workday Processes, and Available Support Resources

Office Of Human Resources And Strategic Talent Management
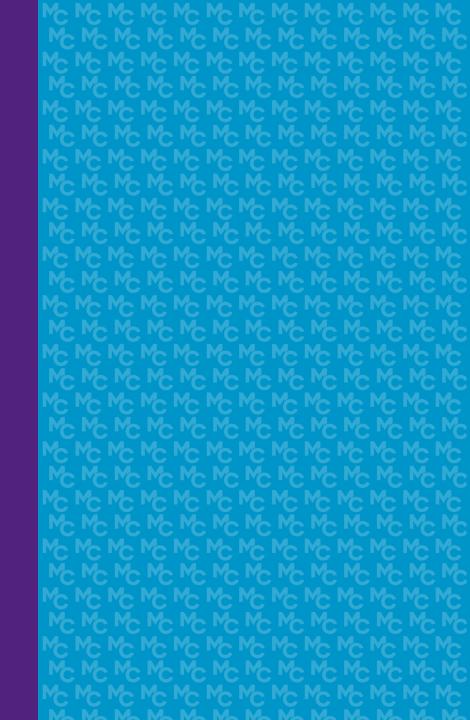
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PLAN, PREPARE, AND PROCESS
THE 3 PS

To help guide employees' learning and ability to correctly access EAP benefits, we encourage everyone to use the Plan, Prepare, Process Framework:

PLAN
LEARN ABOUT EAP

PREPARE
COLLECT YOUR DOCUMENTATION

PROCESS
SUBMIT YOUR EAP REQUEST

MC

STEP 1: PLAN
LEARN ABOUT EAP

- Confirm your EAP eligibility.

- Learn about the program's benefits and rules.

- Understand the difference between entitlement and eligibility.

- Discuss your professional development goals with your supervisor and how EAP can support your growth.

- Engage with resources, guides, and videos to learn the process to request funds.

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EAP DEFINED

- The Educational Assistance Program (EAP) offers financial assistance for a variety of professional development activities, programs, and services and work-related travel for full-time faculty, administrators, and staff.

- Eligible activities must fulfill one or more of the following criteria:

    1. Improve job-related knowledge and skills to perform more effectively in a current position;

    2. Aid in the pursuit of a job-related degree or professional certification; and/or

    3. Prepare for advancement to a different or higher-level position within the College.

EAP ELIGIBILITY

Who Is Eligible?

- After **completion of six (6) months of employment**, the following employees are eligible for EAP benefits:

  - Full-time Faculty, Administrators, Staff, and Temporary Staff with Benefits

    - Eligible on a pro-rated basis if on reduced workload or a reduced schedule

  - Part-time Staff

    - Eligible on a pro-rated basis (i.e., 1/2 time = 1/2 benefit)

Who Is Ineligible?

- Part-time faculty, casual temps, and student workers

EAP REQUEST TYPES

Reimbursements

Non-Travel, Travel, Graduate and Undergraduate Tuition, and Wellness
Workday Processes: Create Spend Authorization and/or Create Expense Report

- Employees can be reimbursed for expenses incurred.
- All expenses **REQUIRE** proof of payment to be eligible for reimbursement.
- EAP Travel requests are **reimbursement only** and are required to be submitted as a Spend Authorization PRIOR to the EAP travel, followed by an Expense Report.

Direct Payments

Non-Travel, Graduate and Undergraduate Tuition
Workday Processes: Create Supplier Invoice Request

- Montgomery College sends a payment directly to a Supplier.
- This method may **ONLY** be used for Non-Travel and Tuition requests.

FY26 EAP ALLOCATIONS

Non-Travel	Full-time Faculty	Bargaining Staff	*Non-Bargaining Staff
EAP Per Employee (Max)	$3,120	$2,800	$2,800
Overall EAP Budget (Max)	$453,522	$400,000	$803,798

The maximum reimbursement amount for all EAP Wellness activities is **$50** per month.

Travel	Full-time Faculty	Bargaining Staff	*Non-Bargaining Staff
EAP Per Employee (Max)	$1,800	$1,250	$1,250
Overall EAP Budget (Max)	$221,850	$50,000	$141,650

*Non-Bargaining Staff includes Managers, Department Chairs, and Administrators.

To view the current FY allocation utilization, visit the **HRSTM EAP Webpage**, click on **EAP Training, Resources, and Key Information**, and click **FY26 EAP Allocations**.

FY26 EAP TUITION LIMITS

- Montgomery College will cover the cost per credit taken equal to the University of Maryland, College Park credit rate for in-state tuition and fees for undergraduate or graduate coursework, not to exceed twelve (12) credits in a fiscal year.

- For current UMD undergraduate and graduate Tuition and Fees, visit **https://billpay.umd.edu/costs**.

	In-State Tuition, UMD 12 Credit Hours Equivalent	Mandatory Fees for 9+ Credits (Flat Rate)	FY26 EAP Total Tuition Limit/ Overall Max Limit	*2025 Calendar Year Taxable Income
Undergraduate	$5,245	$900	$6,145	$895 or more
Graduate	$10,536	$727	$11,263	$6,013 or more

- Employees can receive up to $5,250 in tax-free tuition benefits for 2025. ***Employees who receive more than the applicable annual IRS limit for educational benefits during the calendar year, must pay taxes on the amount over the applicable limit.** **More details on the next slide.**

TAX IMPLICATIONS
FY26 TUITION

- MC will cover the tuition costs for employees up to the FY26 EAP limits. However, any amount exceeding the IRS annual calendar year limit for tuition benefits will be treated as taxable income to the employee. This Federal law applies to all employees regardless of position or salary.

- For 2025, if an employer pays more than **$5,250** for educational benefits during the calendar year, then the amount over **$5,250** becomes taxable income to the employee.

   IMPORTANT: HRSTM and OBS do not recommend requesting additional professional development funds through departments toward tuition not covered by EAP benefits. We cannot track the taxable tuition when processed outside of the EAP process, and that tracking is required under IRS regulations.

- **By requesting and accepting tuition payments through EAP, employees understand and acknowledge that they are responsible for paying the taxes on any amount above the applicable IRS limit by the end of the calendar year.**

- Taxable tuition amounts will be captured through quarterly reporting and processed on the two (2) pay dates immediately following the quarterly report – April, July, October, and December.

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TAX IMPLICATIONS
WELLNESS

- **All wellness reimbursements and incentives are considered taxable income.**

- Taxable wellness reimbursement and incentives will be captured through quarterly reporting and processed once per quarter on the pay date immediately following the quarterly report – April, July, October, and December.

ELIGIBLE EAP EXPENSES

Non-Travel

- Conference Registration
- Professional Memberships
- Licensures
- Workshops
- Professional Publications/ Journals/Magazines

Travel

- Local, domestic, and/or International* Travel Expenses, including:
- Airfare, Ground Transportation and Parking
- Lodging
- Meals and Gratuity

*Requires SVP approval

Tuition

- Non-MC Undergraduate and Graduate Course Tuition and Mandatory Fees
- Required Textbooks
- MC Credit and Non-Credit Courses, Books, and Fees

Wellness

- MC Sponsored Wellness Programs
- Outside Gym Memberships or Subscriptions (i.e., Yoga/Barre/ Pilates Studios, Orange Theory, F45, Peloton, Rock Climbing Centers, WW, Noom, etc.

INELIGIBLE EAP EXPENSES

- Admission application fees, graduation fees, and other charges that are not directly related to a particular course

- Expenses for recreational, hobby or personal business endeavors

- Art-related activities or workshops, unless specifically job-related and is Manager approved

- Computer/IT equipment (see your Department for technology needs)

- EAP expenses for an ineligible employee (see your Department in these cases regarding general training/professional development funds)

- Maryland taxes on eligible expenses

- Optional or recommended books for courses or conferences, etc.

- Certain shipping and handling costs

- Any eligible EAP expense for a service that was not completed or completed with an unsatisfactory grade

- Any eligible EAP expense that was covered while an employee was on paid Professional Development Leave (staff) or Sabbatical Leave (faculty) and does not return to or remain at the College at the conclusion of their leave per the terms of their respective agreement (employees must reimburse MC and in these cases, benefits are suspended if an account is not settled).

EAP TRAVEL

- EAP follows the **College PandP 65001 Reimbursement for Travel and Related Expenses** for EAP travel requests. Travel expenses related to an approved EAP event should **only** be submitted as an EAP travel reimbursement request (even if local).

- EAP Travel funds cannot be used for daily work commutes. Eligible campus-to-campus mileage may be reimbursed using department funds. Contact your supervisor/manager for further questions.

- MC does not currently have a per diem (i.e., daily allowance for meal expenses when on approved travel). Employees may be reimbursed for the reasonable costs of meals while traveling on official College business.

NOTE: Refer to the EAP Required Documentation and Travel Guidance Cheat Sheets
for further details regarding eligible and ineligible expenses related to travel.

EAP INTERNATIONAL TRAVEL

- EAP funds may be utilized for opportunities to study and enhance your professional development abroad.

- In addition to standard supervisor approval, **all international EAP and travel requests must be approved by the employee's Senior Vice President (SVP) in advance**. This approval should be in writing and attached to the documentation for your EAP request.

- International travel imposes the potential for additional fees, however the same EAP per employee limits and guidelines apply.

- All international EAP requests are processed in the United States Dollar (USD). Make sure you use your **U.S.-issued credit cards** because the daily exchange rate will automatically be calculated for you on the card statement. DO NOT use cash.

NOTE: Refer to the EAP Required Documentation and Travel Guidance Cheat Sheets
for further details regarding eligible and ineligible expenses related to travel.

TUITION WAIVER

WHAT IS TUITION WAIVER AND WHO IS ELIGIBLE?

- The tuition waiver program may be used for MC credit courses. The program **only** covers the tuition and excludes associated fees, books, and non-credit continuing education courses (WDCE).

- Typically, tuition waiver cannot be approved for employees if classes interfere with the regular full-time work schedule, and work schedules cannot be modified without supervisor approval. Lunch breaks cannot be used because the College's official lunch period is 30 minutes.

- The program is offered to benefit-eligible employees, their dependents, and spouses. Employees must provide proof of relationship for a dependent or spouse to HRSTM prior to submitting a tuition waiver form.

EAP FOR MC COURSES, BOOKS, AND FEES

- MC course fees, required books, and non-credit continuing education (WDCE) courses that cannot be covered by the tuition waiver program may be covered under EAP for eligible employees.

- EAP funds cannot be used for dependents and spouses.

- Employees are required to provide a justification for taking the course and follow the guidelines for all EAP requests submitted in Workday. This applies even when the tuition was covered by the tuition waiver program.

FY26 DATES AND DEADLINES

- Office of Business Services (OBS) will announce the deadlines for final EAP/PDAP requests, typically by April.

- HRSTM will send reminders about the designated deadlines for all EAP/PDAP requests via multiple channels (HRSTM newsletter, email blasts, etc.). **Please make note of applicable deadlines when announced.**

July 1, 2025	Start of the Fiscal Year (**FY26**)
September 2026	FY26 EAP/PDAP Utilization Updated Online
December 2026	FY26 EAP/PDAP Utilization Updated Online
March 30, 2026	*Employee Matters* Communication – Last 90 Days
March 2026	FY26 EAP/PDAP Utilization Updated Online
April 30, 2026	*Employee Matters* and Email Communication – Last 60 Days
May 30, 2026	*Employee Matters* and Email Communication – Last 30 Days
June 20, 2026	Deadline for EAP/PDAP Non-Travel Reimbursement Submissions
June 30, 2026	End of the Fiscal Year (**FY26**)
July 1, 2026	FY26 Deadline for Wellness Submissions & Start of the Fiscal Year (**FY27**)

FY26 DATES AND DEADLINES

APPROVING REQUESTS BETWEEN FISCAL YEARS

- EAP requests are approved depending on the end date of the activity and in which fiscal year (FY) this occurs in. **The end date MUST fall within the current FY to be considered for approval.**

- Conferences that are evenly split between two fiscal years by a few days can be approved in either fiscal year (e.g., a conference taking place June 29 through July 2).

- Activities that occur outside of **FY26** will not be considered for approval (i.e., an activity that ended prior to the start of the current FY is no longer eligible, and an activity that begins or concludes after the fiscal year-end must be submitted on or after July 1).

  - **IMPORTANT**: Professional memberships and licensures are not included in this guideline as they typically last longer than one year.

- An annual professional membership that spans two (2) fiscal years can be reimbursed in either of the fiscal years. If EAP funds have already paid for a membership in the FY, you cannot use EAP funds for a renewal within the same FY.

STEP 2: PREPARE
COLLECT YOUR DOCUMENTATION

- Register for webinars and conferences, enroll in courses, sign up for memberships, etc. That contribute to your professional development.

- Collect and organize your invoices and/or receipts.

- Complete your [annual EAP acknowledgement form(s)](#) (required once per fiscal year) and/or travel cover sheet(s) (optional).

- Review resources to make sure you know how to correctly process your request(s), including approximately how long it will take to process the payment and determining if a supplier is in the system.

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EAP GUIDANCE
WHAT DO I NEED TO SUBMIT A REQUEST?

HRSTM will always look for the four following items on every request:

1. (If applicable) A completed and signed **EAP Acknowledgment Form**.

   - Required once per fiscal year

2. Documentation or a screenshot of a **bill or payment.**

   - Reimbursements: Itemized and paid receipt

   - Direct Payments: Itemized and unpaid invoice

3. Documentation or a screenshot of the **activity start and end dates**.

4. A **justification** explaining how the EAP activity is important to your professional development for your position at MC.

   - This is required for every EAP request that is submitted, except for Wellness requests.

Case-By-Base Scenarios:

- If you are submitting an international request, **written approval from your SVP** is required.

- If you are submitting a request for non-MC related books, a **syllabus showing book requirement** must be attached.

EAP GUIDANCE

WHAT DO I NEED TO PAY A SUPPLIER FOR A NON-TRAVEL REQUEST?

Non-Travel – Direct Payment (Supplier Invoice Request)

Required Information/Documentation:

- An **Annual EAP Acknowledgement Form** is required to be submitted with an employee's first request of the fiscal year.

- An **ITEMIZED** and **unpaid invoice** from the Supplier.

- Documentation of the **start and end dates** of the activity.

- A **justification** for participation in the activity that explains how it meets EAP criteria.

- For **international travel requests**: All international requests must include **advanced written approval from the employee's Senior Vice President**.

EAP GUIDANCE

WHAT DO I NEED TO BE REIMBURSED FOR A NON-TRAVEL REQUEST?

Non-Travel – Reimbursement (Expense Report)

Required Information/Documentation:

- An **Annual EAP Acknowledgement Form** is required to be submitted with an employee's first request of the fiscal year.

- An **ITEMIZED** and **PAID receipt** of the item.

- Documentation of the **start and end dates** of the activity.

- A **justification** for participation in the activity that explains how it meets EAP criteria.

- For **international travel requests**: All international requests must include **advanced written approval from the employee's Senior Vice President (SVP)**.

EAP GUIDANCE

WHAT DO I NEED TO BE REIMBURSED FOR A TRAVEL REQUEST?

Travel – Reimbursement (Spend Authorization)

Required Information/Documentation:

- An [Annual EAP Acknowledgement Form](#) is required to be submitted with an employee's first request of the FY.

- Documentation of the **start and end dates** of the activity.

- A **justification** for that explains how it meets EAP criteria.

- For **international travel requests**: All international requests must include **advanced written approval from the employee's Senior Vice President**.

- **(Optional) ITEMIZED** receipt(s) documenting payment date and cost for each item (if multiple).

Travel – Reimbursement (Expense Report)

Required Information/Documentation:

- **ITEMIZED** and **PAID receipt(s)** documenting payment date and cost for each item (if multiple).

- A **badge or nametag** from the event that displays the employee's name and the name of the event.

- If a badge or nametag was not provided at the event, please provide alternative documentation to prove attendance (e.g., a picture you had taken at the conference, an email confirmation of attendance, etc.).

EAP GUIDANCE

WHAT DO I NEED TO BE REIMBURSED FOR A WELLNESS REQUEST?

Wellness – Reimbursement (Expense Report)

Required Information/Documentation:

- An **Annual EAP Acknowledgement Form** is required to be submitted with an employee's first request of the fiscal year.

- An **ITEMIZED** and **PAID receipt(s)** of the wellness activity for each month. You can submit multiple months at once but must have the required backup for each month.

- **Documentation of attendance or participation**.
    - Gym memberships require documentation of your fitness center check-in history. At least 10 days out of the month or 75% of a program with limited duration must be provided.

EAP GUIDANCE
WHAT DO I NEED TO SUBMIT AN EMPLOYEE OR DEPENDENT/SPOUSE TUITION WAIVER FORM?

Employee Tuition Waiver Form

Required Action:

1. **Registration** for the credit courses must be completed prior to submitting a form.

2. Once course registration is completed, use the following link to submit an **Employee Tuition Waiver Form**.

Dependent/Spouse Tuition Waiver Form

Required Action:

1. **Registration** for the credit courses must be submitted prior to submitting a form.

2. (If applicable) If an **official copy of a birth certificate** (dependent) or **marriage certificate** (spouse) was not provided as part of your health coverage selection. You will be required to provide a copy of the certificate to **EAP Requests**.

3. Once course registration is completed, use the following link to submit a **Dependent/Spouse Tuition Waiver Form**.

IMPORTANT: Tuition Waiver Forms are not processed via Workday.

EAP GUIDANCE
WHAT DO I NEED TO SUBMIT AN EAP REQUEST FORM MC COURSES, BOOKS, AND FEES?

EAP Request Form MC Courses, Books, and Fees

Required Action:

1. **Registration** for credit courses must be completed prior to submitting a form.

2. Follow the link and fully complete an **EAP Request Form for MC Courses, Books, and Fees**.

   - A **justification** is required.
   - **Supervisor signature** is required.

   - Receipts **MUST** be provided for textbooks. EAP funds will be applied to the employee's MC student account regardless of whether or not they have paid for books prior to submitting a form.

3. Email the completed form to **EAP Requests**.

STEP 3: PROCESS
SUBMIT YOUR EAP REQUEST

- Determine how you will process your request(s) based on what you are doing and whether you wish to have the College pay the Supplier directly on your behalf, or pay personally and be reimbursed.

- Check the status of your submitted request. Your request will be delayed if insufficient documentation or information are provided and/or the request is awaiting action. If your request is sent back please read the comments carefully and ensure you respond to all required actions to keep the process moving forward.

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WORKDAY EAP WORKFLOW

DIRECT PAYMENT AND REIMBURSEMENT ORDER OF PROCESS

I need MC to pay the Supplier for my eligible EAP expenses. Does **NOT** apply to EAP Travel, Wellness and PDAP because they are reimbursement only. ↓	I already paid or will pay for my eligible EAP or Wellness expenses and **I need MC to reimburse me.** ↓	I already paid or will pay for my eligible EAP Travel expenses and **I need MC to reimburse me.** ↓
(If applicable) Pre-step: If the Supplier (organization, college/university) is not in the system, **Create Supplier Request** (Job Aid | Demo Video) ↓ **Step 1: Create Supplier Invoice Request** (Job Aid | Demo Video) ↓	**Step 1: Create Expense Report** (Non-Travel: Job Aid (Pg. 2)	Demo Video) (Wellness: Job Aid | Demo Video) ↓	**Step 1: Create Spend Authorization** (Job Aid (Pg. 4)	Demo Video (Stop @13:30)) ↓ **Step 2: Once the Spend Authorization is APPROVED, Create Expense Report after returning from travel** (Job Aid (Pg. 6)	Demo Video Start @13:31)) ↓
Upon final approval by the Manager, the EAP Partner, **AND** Accounts Payable, payments are processed weekly. If approved by Wednesday, payment will be included in Thursday check run for Friday disbursement.		
-- *Search My Supplier Invoice Requests* to confirm approval or payment status. -- Payment is mailed to Supplier according to invoice/instructions.	-- *View My Expense Reports* to confirm approval or payment status. -- Deposit is made according to Payment Elections. If direct deposit, this is separate from and not included with your payroll deposit).	
Contact **Accounts Payable** for questions related to payment (*i.e.*, for status update if payment was not processed or received in a timely manner).		

EAP TIPS AND ADVICE

KEY DATA FIELDS

- **CAREFULLY REVIEW EACH FIELD** to ensure the information is correct prior to submission. The system will automatically default to your department's budget and **this must be corrected to reflect the EAP budget**.

  - The following **Business Purpose MUST** be used for all EAP requests:

    EAP Non-MC Courses, Seminars, Conferences, Workshops, Memberships & EAP Travel

  - The following **Cost Center**, **Fund**, and **Program MUST** be entered for all EAP requests:

    Cost Center – MC0001 | Fund – 1000 | Program – 7000

  - You may need to **REMOVE** information in fields that are not applicable.

    - e.g., Faculty must remove the Discipline tag from the "Additional Worktags" field.

- **DO NOT BACKDATE A REQUEST.** Late submissions from the previous fiscal year are not guaranteed to be considered for approval in the current fiscal year. **We cannot backdate to a closed fiscal year.**

EAP TIPS AND ADVICE

KEY DATA FIELDS

	Non-Travel	Travel	Tuition	Wellness
Expense Item (Spend Authorizations & Expense Reports)	EAP - Non-MC Courses, Seminars, Conferences, Workshops, and Memberships	EAP - Travel	EAP - Tuition - Graduate EAP - Tuition - Undergraduate	EAP - Wellness Class/ Outside Gym Memberships
Spend Category (Supplier Invoice Requests)	5521 - EAP - Non-MC Courses, Seminars, Conferences, Workshops, and Memberships	NOT APPLICABLE	5522 - EAP Tuition - Graduate 5523 - EAP Tuition - Undergraduate	NOT APPLICABLE
Cost Center	**MC0001 College Wide Operations – Benefits/Payroll Payment**			
Fund	**FUND_1110 Operating Fund**			
Program	**PROGRAM_7000 Institutional Support**			
Additional Worktags	**HR will enter the Activity**			Activity: W Wellness ACTIVITY_W

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EAP TIPS AND ADVICE
TRAVEL REQUESTS

- Remember to request an **itemized receipt for all expenses** you would like to be reimbursed for. This includes meals, transportation (e.g. ride sharing and rental cars), lodging, or any other eligible travel expense.

- **Travel expenses for anyone other than the employee are not eligible for reimbursement**. If you traveled with a group, highlight your meals and lodging expenses on the copy of receipts for the EAP Team to quickly determine your expenses.

- **Alcoholic beverages and non-meal items** (e.g. souvenirs) **are not eligible for reimbursement**.

- **Select the most cost-efficient and effective forms of travel.** Significantly higher travel expenses for the purpose of accommodating additional travelers or coordinating a personal trip are not acceptable (e.g., driving versus flying, or flying to/from a different city than the location of the EAP event).

  - **NOTE: Accommodations for disabilities may be eligible for reimbursement.**

- For international travel, **make sure to use your US-issued credit cards**. The daily exchange rate will be calculated for you automatically on your bank statement. **DO NOT USE CASH.**

EAP TIPS AND ADVICE

JUSTIFICATION

- Employees are required to write a justification for their EAP Expenses, which should be no more than a few sentences. Your request will be sent back if your justification is insufficient and does not reflect one or more of the following criteria:

1. Improve job-related knowledge and skills to perform more effectively in a current position;

2. Aid in the pursuit of a job-related degree or professional certification; and/or

3. Prepare for advancement to a different or higher-level position within the College.

Examples of Sufficient Justifications	Examples of Insufficient Justifications
• This course is required for my degree program, which is related to my current/prospective job at the College. • [Event] will provide updates/new insights for my current/prospective job duties at the College and assist me in fulfilling these duties. • [Event] is critical for keeping me up to date on changes, new trends, and compliance standards in my area/field.	• Professional development • Listing the name of the event with no further context • I enjoy learning about XYZ… • My manager approved… • XYZ looks interesting…

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EAP TIPS AND ADVICE

SUPPLIERS: MD COLLEGES AND UNIVERSITIES

- **State of Maryland** and **University System of Maryland** certain multiple remit-to connections as a Supplier in Workday. Here is a list of the remit-to connections that may be selected for either Supplier.

State of Maryland	University System of Maryland
• Baltimore City Community College • Morgan State University • St. Mary's College of Maryland • Universities at Shady Grove	• Bowie State University • Coppin State University • Frostburg State University • Salisbury University • Towson University • University of Baltimore • University of Maryland (UMD), Baltimore • UMD, Baltimore County • UMD, College Park • UMD, Eastern Shore • University of Maryland Global Campus (UMGC) • UMD Center for Environmental Science

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RESOURCES
EAP GUIDES

Job Aids

Submitting a Direct Payment

- Create a Supplier

- Create a Supplier Invoice Request

Submitting for a Reimbursement

- Create a Spend Authorization and/or Expense Report

- Create a Wellness Expense Report

Demo Videos

Submitting a Direct Payment

- Create a Supplier

- Create a Supplier Invoice Request

Submitting for a Reimbursement

- Create a Non-Travel Expense Report

- Create a Travel Spend Authorization and a Travel Expense Report

- Create a Wellness Expense Report

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RESOURCES

HRSTM EAP WEBPAGE GENERAL INFO, FORMS, AND CHEAT SHEETS

HRSTM EAP Webpage

- General EAP Info and EAP FAQs

- Current FY Allocation and Utilization Data

- Annual EAP Acknowledgment Form

- EAP Affidavit Form for Course Completion

- EAP Travel Cover Sheet for Faculty (Excel)

- EAP Travel Cover Sheet for Staff (Excel)

- EAP Request Form for MC Courses, Books, and Fees

MC Wellness (EAP Wellness Reimbursement)

HRSTM Tuition Waiver Webpage

- Employee Tuition Waiver Form

- Dependent/Spouse Tuition Waiver Form

Cheat Sheets

- Required Documentation

- Where do I Submit my EAP?

- Most Common Mistakes

- Tech Tips

- Travel Guidance

- Supplier List for MD Colleges and Universities

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RESOURCES

EAP/PDAP ZOOM OFFICE HOURS

Our dedicated HR Help Desk Team will be available to address your concerns and provide personalized guidance. This is your chance to dive deeper into any lingering questions or concerns you may have **after** exploring the extensive **HRSTM EAP/PDAP** site and its resources. Please come prepared with your specific question(s) to make the most of your scheduled time.

Click HERE to schedule your 20-minute session now

Mornings: 9:30 – 11:30 a.m. Mondays, Wednesdays, and Fridays

Afternoons: 1:30 – 4:30 p.m. Mondays through Fridays

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RESOURCES
CONTACT INFORMATION

HRSTM: EAP, Wellness, HR Help Desk

- EAPRequests@montgomerycollege.edu

- Megan.Cooperman@montgomerycollege.edu

- HRSTM@montgomerycollege.edu

  - 240-567-5353

OBS: AP, Procurement, Finance

- AccountsPayable@montgomerycollege.edu

- Procure@montgomerycollege.edu

- Finance.OBS@montgomerycollege.edu

For technical problems related to Workday access, please contact the IT Service Desk

- ITServiceDesk@montgomerycollege.edu

  - 240-567-7222

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