

EAP Cheat Sheet: Workday Workflow for EAP Requests

NOTE: For MC-related WDCE courses, books, and fees, fill out the [EAP Request Form](#) and email to [EAP Requests](#). Visit [Tuition Waiver](#) for details.

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.



(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](#))



I already paid or will pay for my eligible
EAP or Wellness expenses and
I need MC to reimburse me.



Step 1: Create Expense Report
(Non-Travel: [Job Aid](#) (Pg. 2) | [Demo Video](#))
(Wellness: [Job Aid](#) | [Demo Video](#))



I already paid or will pay for my eligible
EAP Travel expenses and
I need MC to reimburse me.



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).