FY24 EAP Resource Guide
Your Toolkit for EAP Information, Workday Guidance, and Support Resources

Office of Human Resources and Strategic Talent Management
Updated February 2024

Purpose of the EAP Resource Guide

- The EAP Resource Guide is meant to provide detailed information and resources for all eligible employees regarding all aspects of the EAP process.

- This guide is organized into sections by topic so users can easily review the entire guide and/or jump directly to a specific section they need. The Table of Contents and each section page have links to the applicable slides for the users' convenience.

- Some content is relevant to multiple sections and is intentionally repeated. Once you go through the guide, feel comfortable reviewing specific areas you need for ongoing guidance and support.

- Supervisors should review and refer to the EAP Resource Guide and the EAP/PDAP Guide for Supervisors for a comprehensive understanding of the program and their responsibilities in the EAP/PDAP process.

Plan, Prepare, Process Framework

PLAN	PREPARE	PROCESS
• Confirm your eligibility • Learn about the program benefits and rules • Understand difference between entitlement and eligibility • Discuss your professional development goals with your supervisor and how EAP can support your growth • Engage with resources to learn the process to request funds	• 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 Acknowledgement Form(s) and/or Travel Cover Sheet(s) • Review resources to make sure you know how to correctly process your request(s)	• Process your request(s) based on what you are doing and how you wish to pay – have the College pay on your behalf or pay yourself and be reimbursed • Remember, EAP Travel and Wellness expenses are <u>always reimbursement only</u>

Table of Contents

Plan to Use EAP:
EAP Defined and Eligibility

What is EAP?

- 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.

- Criteria for EAP is that the activity should help employees:

  1. Improve job-related knowledge and skills to perform more effectively in current job,

  2. Complete a job-related degree-seeking or certification program, and/or

  3. Prepare for a different or higher-level job at the College.

- **Employees can use Tuition Waiver for any MC credit course**, even if not related to the current position.

EAP Eligibility

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

  - Full-time faculty, administrators, and staff

  - Full-time temporary staff with benefits

  - Part-time staff are eligible on a pro-rated basis (*i.e.*, 1/2 time = 1/2 benefit)

- Part-time faculty, casual temps, and student workers are not eligible for EAP benefits.

Personal Professional Endeavors vs. Professional Development

- Many employees have personal passions and have entrepreneurial endeavors outside of work for the College, but it is not appropriate to use EAP for personal hobbies or to promote another business.

- **EAP events must be in support of and service to your role at the College, NOT a personal business.**

EAP Request Types and How to Process

EAP Request Types

- EAP request types for FTF and Staff:

  - Non-MC courses, required books, seminars, memberships, etc. and EAP Travel are processed via **Workday**. EAP Travel is always reimbursement only.

  - Required MC books and fees and MC non-credit courses (WDCE) are processed by **emailing EAPRequests@montgomerycollege.edu**.

  - Wellness is processed via **Workday** (Expense Report only). Wellness EAP requests are always processed as reimbursement only and are taxable.

- MC credit courses are processed via **Tuition Waiver** (employees and dependents).

EAP Request Process in Workday

- Aside from changing from a paper process to an online process in Workday, the overall process to request EAP benefits is the same. In other words, the *how* has changed, but the *what* for the most part has not.

- Employees are required to provide the following information and documentation about their EAP activities:

  - Name, type, and start and end dates of activity

  - Vendor providing the activity

  - An acceptable justification how the activity meets the EAP criteria

  - Total dollar amount of the activity

  - An invoice and/or receipt documenting the details and cost

  - Proof of completion and satisfactory grade (if applicable)

Workday EAP Request Workflow

I need MC to pay the Supplier for my eligible EAP expenses, EXCEPT for EAP Travel and Wellness which are reimbursement only.	I already paid or will pay for my eligible EAP, Wellness, and/or EAP Travel expenses and **I need MC to reimburse me.**
↓	↓
Step 1: Create Requisition (choose **Service**)	**Step 1: Create Spend Authorization** (not required for Wellness – go to Step 2)
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Contact **Accounts Payable** for questions related to payment (*i.e.*, status of payment, if payment has not processed or been received timely).	

MC Tuition Waiver

- Tuition Waiver allows eligible employees to enroll in credit courses at MC. Credit courses must be scheduled outside of the employee's normal, non-adjusted working hours, and do not need to meet EAP criteria. WDCE courses are not eligible for Tuition Waiver, but may be eligible under EAP.

  - **Employee Tuition Waiver Application**

- Eligible spouses and dependents are also eligible for Tuition Waiver.

  - **Dependent Tuition Waiver Application**

- Fees and required books for MC courses may be covered under EAP for employees, but not eligible dependents.

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

FY24 EAP Allocations

FY24 EAP Allocations

	Full-time Faculty	Bargaining Staff	Non-Bargaining Staff
EAP/employee	$3,120	$2,800	$2,500
EAP Travel/employee	$1,375	$1,250	$1,250
Total EAP Budget	$481,522	$400,000	$803,798
Total EAP Travel Budget	$193,850	$50,000	$141,650

FY24 Tuition Limits and Tax Implications

FY24 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, up to 12 Credit Hours	Mandatory Fees for 9+ Credits (flat rate)	Total FY EAP Tuition Limit/ Overall Max EAP FY24 Limit	Calendar Year Taxable Income
Undergraduate	$4,944.50	$808.00	**$5,752.50**	$502.50
Graduate/ Doctoral	$9,936.00	$641.50	**$10,577.50**	$5,327.50

Tax Implications for Tuition Payments

- MC will pay tuition on behalf of employees up to the FY24 EAP limits, however any amount above the annual IRS limit for educational benefits is taxable income for the employee.

- **For 2024, 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.**

- This also applies to any additional funds that your department may be paying towards your tuition. These amounts must be reported to HRSTM for tracking purposes. **Anything above the $5,250 for tuition becomes taxable income.**

Tax Implications for Tuition Payments

- 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 twice per quarter on the two (2) immediate pay dates following the quarterly report – April, July, October, and December.

Tax Implications for Wellness Reimbursements

- All wellness reimbursements and incentives are taxable.

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

Submission Deadlines and Guidance

Deadline to Submit is End of FY

- Workday is the College's HR and Financial Management system, which means that the **deadlines for payments and reimbursements are at an enterprise level and cannot be adjusted.**

- Office of Business Services (OBS) will announce the deadlines for final EAP requests and reimbursements, typically by April. **Employees cannot submit requests for EAP requests and reimbursements once the FY deadline has passed.**

- **OBS will allow employees that have an approved EAP event that occurs in June, or one that begins in June and straddles into July, to submit by an adjusted deadline, usually the first week of July.** There are no exceptions to this deadline; please plan accordingly.

Deadline to Submit is End of FY

- In addition to communications from OBS, HRSTM will also send reminders about the designated deadlines for all EAP requests via multiple channels, e.g., *Employee Matters* newsletter, email blasts, Facebook, etc. **Please look for and make note of applicable deadlines when announced.**

- Note there may be different deadlines for requisitions/receipts (direct pay) and spend authorizations/expense reports (reimbursements).

Timely EAP Submissions

- **Please DO NOT wait until the last minute to submit EAP requests.** Adequate review and approval take time.

- You may need to make corrections or add missing information. **If so, the submission and approval process starts over from the beginning.**

- **Late submissions will be considered for approval for the applicable (current) fiscal year, not the closed fiscal year.**

Holding Funds for the Next FY

- In the past, employees were able to make EAP requests in advance to hold EAP funds for the subsequent fiscal year.

- In Workday, this is no longer possible with the configuration of the Financial Management and Budget modules. **Employees cannot submit requests for EAP funds until the exact beginning of the fiscal year, which is July 1.**

- If you have an eligible EAP program that will occur at the very beginning of the fiscal year, you may want to consider paying and requesting a reimbursement to ensure timely payment to reserve your spot.

Eligible and Ineligible EAP Expenses

What are **ELIGIBLE** EAP expenses?

- All eligible EAP and related travel expenses must be pre-approved in accordance with **College PandP 35001 Compensation Programs (XIX, A)**, including:

  - ✓ Doctorate, Graduate, and Undergraduate course tuition, mandatory fees, and required books

  - ✓ Non-credit WDCE courses that are job-related or preparing for a higher level/different position at the College and required books

  - ✓ Non-MC courses, conferences, seminars, and workshops and required books

  - ✓ Professional association memberships (the majority of the membership year should fall within the applicable FY)

  - ✓ Professional publications/journals/magazines related to but separate from paid memberships

What are **ELIGIBLE** EAP expenses?

- ✓ Professional certifications/licensures, including recertification (voluntary and legal requirements)

- ✓ Presentations representing the College

- ✓ MC Tuition Waiver mandatory fees and required books (for credit classes)

- Employees can also use EAP funds, toward **approved wellness expenses, up to $35 per month**:

  - ✓ MC-sponsored wellness programs

  - ✓ Outside gym memberships or subscriptions if you use the facility ten (10) separate days per month

  - ✓ Weight Watchers and other approved weight loss programs

What are **ELIGIBLE** Wellness Expenses?

- Gyms/fitness center memberships:

  - ✓ Your preferred gym/fitness/aquatic center

  - ✓ Discounted memberships at One Life, Lifetime Fitness, and more for MC employees

- Other wellness facility memberships and subscriptions:

  - ✓ Yoga/Barre/Pilates Studios, Orange Theory, F45, Club Pilates, Peloton, Active and Fit, Rock Climbing Centers, WW, Noom, etc.

- If your wellness facility or activity is not on this list, please email **Megan.Cooperman@montgomerycollege.edu** for approval.

- **Participants must provide proof of payment and attendance for reimbursement** (at least 10 days/month or 75% of a program with limited duration).

What are **ELIGIBLE** EAP expenses?

✓ **EAP events must be in support of and service to your role at the College.**

- Many employees have personal passions and have entrepreneurial endeavors outside of work for the College, but it is not appropriate to use EAP for personal hobbies or to promote another business.

What are **INELIGIBLE** EAP expenses?

- Ineligible EAP expenses include:

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

  ☒ Anything recreational or related to hobbies or a personal business

  ☒ Art (unless specifically job-related and Manager approves)

  ☒ 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

What are **INELIGIBLE** EAP expenses?

- Ineligible EAP expenses include:

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

  ☒ Shipping expenses

  ☒ Any eligible EAP expense for a service that was not completed or completed with an unsatisfactory grade **(employees must reimburse MC in these cases, benefits are suspended if account is not settled)**

  ☒ Any eligible EAP expense for a service 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 as stated in their respective agreement **(employees must reimburse MC in these cases, benefits are suspended if account is not settled)**

EAP Travel Guidance
(Domestic and International)

EAP Travel Reminders

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

- **A Spend Authorization must be submitted PRIOR to the approved travel.**

- All travel related to an approved EAP event will be paid by reimbursement only and **must be submitted within 30 days of completion of approved travel.**

- 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 cost of meals while traveling on official College business**. Any grocery store, restaurant, and/or food vendor is acceptable, as long as the food is practical and for the employee only.

EAP Travel Reminders

- For non-local travel requiring a flight or driving long-distance, **employees must use the most cost effective method of travel, within reason**. For example, a Business Class ticket would not be acceptable if an Economy ticket is available, driving long-distance is not acceptable if less expensive travel by plane or train is available.

- Basic documentation supporting this should be included with the Spend Authorization, such as flight estimates, Google Maps mileage estimates, etc. for approval **before the expense is incurred.**

EAP Travel Reminders

- Travelling with others is acceptable, but **eligible expenses must be in the employee's name and receipts must be itemized for reimbursement**, *i.e.*, hotel, rental car, etc.

  - **Significantly higher travel expenses for the sole 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. The lowest amount is reimbursable.

  - **Food for anyone other than the employee is not an eligible EAP travel expense.**

- **Alcoholic beverages or other personal items are not an eligible EAP travel expense.**

- Don't forget that Maryland taxes on eligible expenses are not reimbursable.

International EAP Travel Requests

- The landscape of education and professional development has evolved to include more opportunities to study and enhance professional development goals abroad.

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

- It is **recommended that employees process international EAP expense requests as reimbursements**, due to delays that may happen with setting up an international Supplier in Workday, currency exchange fees, longer mailing times and costs, etc.

International EAP Travel Requests

- Make sure you **use your U.S.-issued credit cards** because the daily exchange rate will automatically be done for you on the statement. **DO NOT use cash.**

- Note that even with the potential for additional fees, the same EAP per employee limits apply.

EAP Travel Cancellations

- Any changes to your EAP event plans that require cancellation of registration, flights, and hotel fees are handled by employees and not the responsibility of HRSTM.

  - If your registration was processed by HRSTM as a Requisition and Receipt (direct payment to the vendor), **it will be refunded to the College by the vendor.**

  - If you paid for the registration but did not submit an EAP request for reimbursement, then you must contact the vendor directly for a refund.

  - If your registration was processed by HRSTM as a Spend Authorization and Expense Report (direct payment to the employee), **it must be refunded to the College by the employee, as it is now an ineligible expense. Remember, EAP benefits are suspended if accounts are not settled.**

Preparing for and Processing your EAP Request

Prepare for your EAP Request

- Determine if your request is a Direct Payment or a Reimbursement. Enroll in Direct Deposit for your Reimbursement (if applicable); refer to the **Manage Payment Elections job aid**.

- Review applicable resources, job aids, and/or videos to prepare; **procurement is comprised of Workday Employee Self-Service (ESS) and Manager Self-Service (MSS) business processes**.

- Confirm whether your Supplier is already in Workday:

  - If you cannot locate your Supplier in Workday, contact OBS (**Accounts Payable** or **Procurement**) to confirm.

  - If it's not there, refer to the **Create Supplier Request job aid** or **video.**

  - All new Suppliers require a Form W9. Most vendors post this document on their websites, but if not, you will need to contact them to request it. **Suppliers will not be approved without a valid Form W9.**

Suppliers: MD Colleges and Universities

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, Baltimore • University of Maryland, Baltimore County • University of Maryland, College Park • University of Maryland, Eastern Shore • University of Maryland Global Campus • University of Maryland Center for Environmental Science

Prepare for your EAP Request

- Complete your EAP documentation and save it to your computer for uploading into Workday, including your EAP Acknowledgement Form.

  - Save your EAP Acknowledgement Form and additional required back up into one single PDF file.

- Draft your justification in a Word document so it's easy to copy and paste into the applicable Workday fields.

Acceptable Justifications are Required

- Employees **must include a specific justification** for their EAP expenses. Your request will be sent back without an acceptable justification.

Acceptable Examples	Unacceptable Examples
✓ This course is required for my degree program, which is related to my current job.	☒ Professional development
✓ Seminar ABC will provide updates/new insights for my new job duties at the College and help better prepare me for the transition.	☒ Simply listing the name of the conference or workshop
✓ The XYZ Professional Membership is critical for keeping me up to date on changes and new trends and compliance in my area/field.	☒ I enjoy learning about XYZ… ☒ My manager approved... ☒ ABC looks interesting…

Adding your Justification

- When your request is for **MC to pay your Supplier directly**:

  - Step 1: **Create a Requisition**. The justification should go into the **Memo field**. A simple description of the EAP service goes in the Description field.

  - Step 2: **Create a Receipt**. The Description should populate from the Requisition/PO in the Item Description and Memo fields.

- When your request is for **MC to reimburse you**:

  - Step 1: Create a **Spend Authorization**. The justification should go into the **Justification field**. Simple description of the EAP service goes in the Description field.

  - Step 2: **Create an Expense Report**. The Description from the Spend Authorization will populate in the Memo field.

EAP Acknowledgement Form

- **Beginning January 1, 2023, all EAP requests must include a completed EAP Acknowledgement Form with the documentation uploaded for the request.**

- This form will be required to confirm that all employees understand the EAP policy [**College PandP 35001 Compensation Programs (XIX, A)**] regarding eligible EAP services and the consequences should the employee not attend or complete the program, course, seminar, etc., secure a satisfactory grade upon completion of a credit course, and/or receive taxable benefits above the IRS limit.

- **It will also aid employees with confirming the Activity Type, Spend Category, and Activity Code in advance of entering into Workday.**

- You can find the EAP Acknowledgement Form on the **HRSTM EAP Page**.

Helpful Workday Apps for EAP Requests

Requisitions – create new Requisitions and check the status of processed Requisitions

Requisitions   **Expenses**

Expenses – create and view Expense Reports

Pay – manage pay elections to receive Payroll and Expense (*i.e.*, Reimbursement) payments via direct deposit

Pay   **Learning**

MC Learns via Learning – learning management system for Workday training recordings, including Procurement Business Processes

![Montgomery College](MC logo)

Workday EAP Request Workflow

I need MC to pay the Supplier for my eligible EAP expenses, EXCEPT for EAP Travel and Wellness which are reimbursement only. ↓	I already paid or will pay for my eligible EAP, Wellness, and/or EAP Travel expenses and **I need MC to reimburse me.** ↓
Step 1: Create Requisition (choose **Service**) ↓	**Step 1: Create Spend Authorization** (not required for Wellness – go to Step 2) ↓
Step 2: Once Requisition is APPROVED, Create Receipt (next business day) ↓	**Step 2: Once Spend Auth is APPROVED, Create Expense Report (immediately)** ↓
Upon final approval, by the Manager **AND** the EAP Partner, AP processes payments weekly. If approved by Wednesday, payment will be included in Thursday check run for Friday.	
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Contact **Accounts Payable** for questions related to payment (*i.e.*, status of payment, if payment has not processed or been received timely).	

Helpful Info: Important Reminders

- Please remember that the system will automatically default to your current Cost Center information. This is NOT the correct Cost Center for EAP requests.

  - **When choosing a Cost Center, do not type in the correct code, but rather SCROLL DOWN and click on your Cost Center selection so that it populates the next two (2) required fields (Program and Fund).**

- You need to CAREFULLY review each and every field to make sure the information is correct before you move forward.

- You may also need to REMOVE information in fields that may not be applicable.

  - For example, **Faculty need to delete the Discipline from the Additional Worktags field.**

Helpful Info: Key Data Fields

- Requisition type

  - Always choose **EAP**

- Cost Center

  - Always change to **MC0001 Collegewide Operations**

  - **If you delete the default Cost Center, then SCROLL DOWN and choose MC0001 at the bottom of the list (instead of typing it in and hitting Enter), it will auto-populate the Program and Fund fields.**

  - This is the most common mistake for EAP requests, which results in Failed Budget errors and processing delays. The Program and Fund fields must be accurate for EAP requests to processed correctly.

Helpful Info: Key Data Fields (continued)

- Start Date and End Date

  - Always add the **Start and End Dates** of your EAP Service (these are **required even though not always marked with** *)

- Non-Catalog Items

  - Always choose **Services** (**DO NOT choose Goods**; the form will populate different field options if you forget to do this)

Helpful Info: Activity Codes

▪ Additional Worktags → **Activity codes**

▪ Not a required field, but you can add if you know which Activity Code applies (EAP Partner will add if left blank)

- **Activity B**: Compliance and Ethics

- **Activity D:** Equity, Diversity, Access, and Inclusion

- **Activity G**: Continuing Education in Discipline/Field/Profession (*most popular option*)

- **Activity L**: Leadership, Management, and Supervision

- **Activity M**: Educational Credentialing/Certifications/Licensures (*for license/certification renewals*)

Helpful Info: Activity Codes

- Additional Worktags → **Activity codes**

- Not a required field, but you can add if you know which Activity Code applies (EAP Partner will add if left blank)

  - **Activity P**: Professional Memberships

  - **Activity R**: Language, Literacy, and Communication

  - **Activity T**: Technology or Cybersecurity

  - **Activity U**: Teamwork and Collaboration

  - **Activity W**: Wellness

Helpful Info: Spend Categories

- **The Spend Category is a required field.**

- Requisition/Receipt (pay the Supplier) and Spend Authorization/ Expense Report (reimburse me):

  - **5521**: EAP – Non-MC Courses, Seminars, Conferences, and Workshops

  - **5522**: EAP Tuition – Graduate/Doctorate

  - **5523**: EAP Tuition – Undergraduate

Helpful Info: Spend Categories

- **Wellness and EAP Travel are reimbursement only and ineligible for prepay.**

- Spend Authorization/Expense Report (reimburse me) ONLY:

  - **5525**: EAP Wellness Class/Outside Gym Membership

  - **5545**: EAP Travel

Most Common Mistakes

Most Common Mistakes

- **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 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.

- **Managers SHOULD NOT blindly approve requests**. Review for accuracy and eligibility. Ask yourself, "Would I pay for this from my department budget if necessary?"

Most Common Mistakes

- All requests have **TWO (2) STEPS**: Requisition **AND** Receipt for direct payments, **OR** Spend Authorization **AND** Expense Report for reimbursements. 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. You may need to **Create a Supplier**. Use the cheat sheet in this guide for all Maryland colleges and universities.

- 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.**
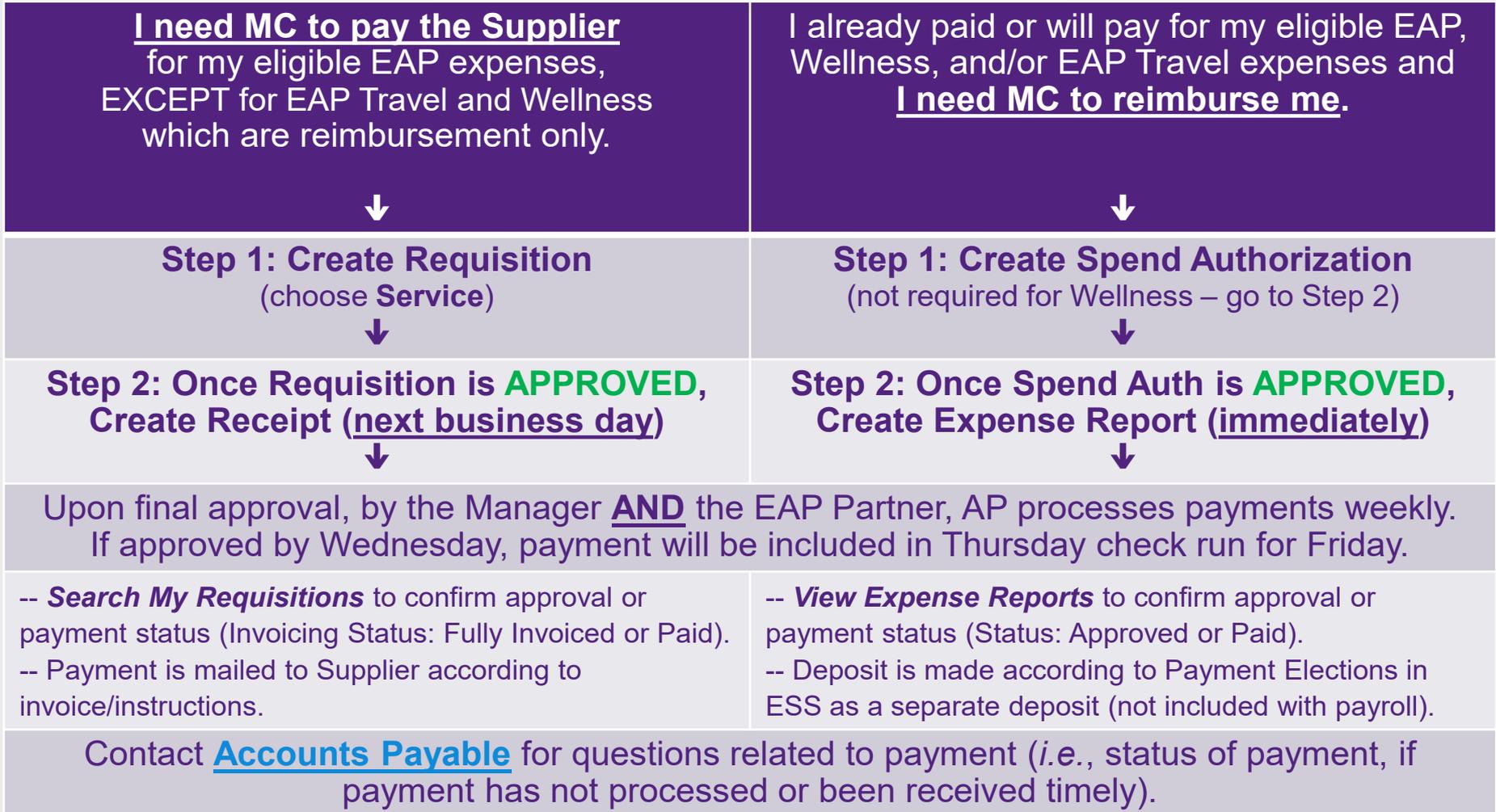
Most Common Mistakes

- Creating **more than one Expense Report** for the same Spend Authorization will generate an error that you have exceed 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), 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.

- **Read the comments!** When HRSTM sends back requests with comments, pay attention to the information and/or explanation that was provided.

Process Your EAP Request: Job Aids, Demo Videos, and Additional Resources

Workday EAP Request Workflow

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Workday EAP Job Aids

- I need MC to **Pay the Supplier**:

  - **Create Supplier**

  - **Create Requisition**

  - **Create Receipt**

- I need MC to **Reimburse Me**:

  - **Create Spend Authorization**

  - **Create Expense Report**

Workday EAP Request Demos

- I need MC to **Pay the Supplier**:

  - **Create Supplier Request** (Total Time 3:32) (if applicable)

  - **Step 1 of 2: Create Requisition** (Until 9:57) **and
    Step 2 of 2: Create Receipt** (Total Time 12:23)

- I need MC to **Reimburse Me**:

  - **Step 1 of 2: Create Spend Authorization** (Until 10:37) **and
    Step 2 of 2: Create Expense Report** (Total Time 15:08)

EAP Training and Resources

- **HRSTM EAP Page**

  - General EAP info and current EAP Resource Guide

  - Allocation and utilization data by employee type and bargaining status for the applicable fiscal year

  - FAQs

- **Workday Training Page**

  - Job aids and recordings

- **HRSTM Forms Page**

  - EAP Forms for MC Courses

- **EAPRequests@montgomerycollege.edu**

  - Contact EAP Requests for general EAP inquiries

Workday Support Resources

- **IT Service Desk**

  - 240-567-7222

  - itservicedesk@montgomerycollege.edu

- **HR Help Desk**

  - 240-567-5353

  - hrstm@montgomerycollege.edu

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Have a great Workday!

"The secret to change is to focus your energy not on fighting [about] the old, but on building the new."
– Socrates

"You can do this!"
– Monty