



# **FY26 EAP/PDAP RESOURCE GUIDE FOR SUPERVISORS**

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**Key Guidance and Information to  
Ensure Proper EAP/PDAP Review and  
Approvals**

**Office of Human Resources and Strategic Talent Management  
Revised September 2025**

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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

# PDAP DEFINED

- The Professional Development Education Assistance Program (PDAP) offers financial assistance for a variety of professional development activities, programs, and services for bargaining part-time faculty.
- 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.

# PDAP ELIGIBILITY

## Who Is Eligible?

- Bargaining part-time faculty that have worked **at least nine (9) instructional ESH** over the course of two (2) academic years are eligible for PDAP benefits.

## Who Is Ineligible?

- Non-bargaining part-time faculty, EAP eligible employees, casual temps, and student workers

# A SUPERVISOR'S ROLE IN EAP/PDAP

## Discuss Professional Development

- **Socialize the idea of how EAP/PDAP and professional development go hand in hand**, and take the time to discuss Professional Development and career goals with your team on a regular basis.
  - Support your team by suggesting applicable content that can assist them with reaching their goals and how to use EAP/PDAP benefits to achieve those goals.

## Learn And Understand The Process

- **Take advantage of the EAP/PDAP resources available to all employees and understand the rules and the process for requesting EAP/PDAP funds.**
  - Ensure your staff is accessing EAP/PDAP resources and that they understand the rules and the process for requesting EAP/PDAP funds. Direct staff to the available resources if they have questions and do not offer or promise EAP/PDAP benefits to employees for ineligible events.

# A SUPERVISOR'S ROLE IN EAP/PDAP

## Follow The Guidelines And Look Carefully At What You Are Approving

- **All EAP/PDAP requests should be reviewed for accuracy and eligibility BEFORE approval by a supervisor.**
  - For example, make sure the request itself is eligible and that the justification and documentation are complete and appropriate.
- **Do not blindly approve EAP/PDAP requests.**
  - Ask yourself, “Would I pay for this from my department budget if necessary?” When in doubt, contact EAP Requests or PDAP Requests before approving.
  - HRSTM will send back ineligible requests or requests missing key information, which may delay payment to vendors or employees.



# A SUPERVISOR'S ROLE IN EAP/PDAP

## Reinforce And Socialize The Concept Of A Shared Benefit

- Employees are allowed up to a set amount, however EAP/PDAP is limited to an **overall FY benefit** for applicable employee groups.
  - This means that:
    - **Not everyone can participate at the per employee limit.** Help shift employees' mindset from entitlement to eligibility.
    - Everyone has a vested interest to ensure that these funds are being used appropriately and efficiently so the maximum number of eligible employees can participate.
  - **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.

# FY26 ALLOCATIONS

To view the current FY allocation utilization, visit the [HRSTM EAP/PDAP Webpage](#).

	EAP			PDAP
	Full-time Faculty	Bargaining Staff	*Non-Bargaining Staff	Part-time Faculty
<b>Non-Travel</b> Per Employee (Max)	\$3,120	\$2,800	\$2,800	\$1,250
<b>Travel</b> Per Employee (Max)	\$1,800	\$1,250	\$1,250	
<b>Non-Travel</b> Overall Budget (Max)	\$453,522	\$400,000	\$803,798	\$54,000
<b>Travel</b> Overall Budget (Max)	\$221,850	\$50,000	\$141,650	

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

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

# 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
<b>Undergraduate</b>	\$5,245	\$900	\$6,145	➔	\$895 or more
<b>Graduate</b>	\$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 can be found on the [FY26 EAP Resource Guide](#).**

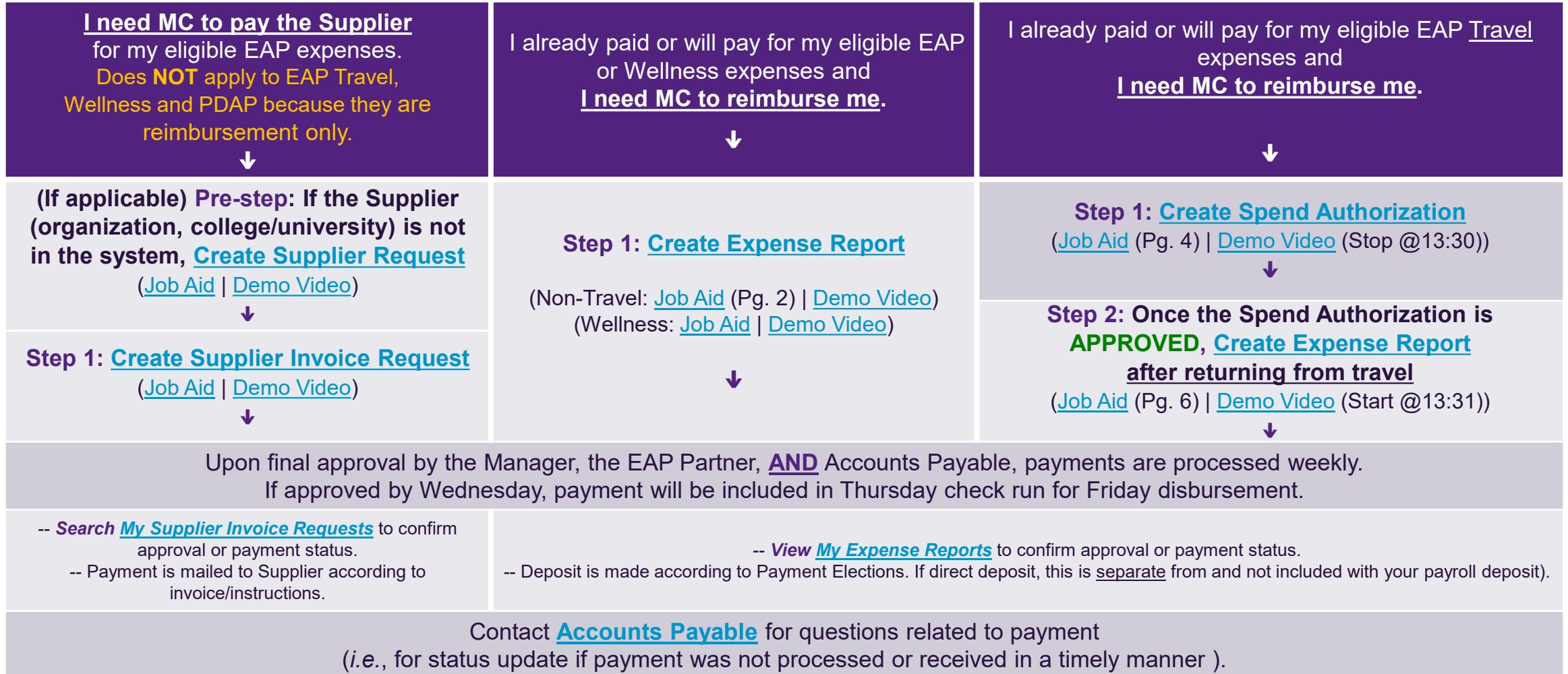
# FY26 DATES AND DEADLINES

- 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	<i>Employee Matters</i> Communication – Last 90 Days
March 2026	FY26 EAP/PDAP Utilization Updated Online
April 30, 2026	<i>Employee Matters</i> and Email Communication – Last 60 Days
May 30, 2026	<i>Employee Matters</i> 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)

# WORKDAY EAP/PDAP WORKFLOW

## DIRECT PAYMENT AND REIMBURSEMENT ORDER OF PROCESS



# 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](#)

# RESOURCES

## HRSTM EAP 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](#)

# RESOURCES

## PDAP GUIDES

### Job Aids

#### Submitting for a Reimbursement

- [Create a Spend Authorization and/or Expense Report](#)
- [Create a Wellness Expense Report](#)

### Demo Videos

#### 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](#)



# RESOURCES

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- [PDAP Affidavit Form for Course Completion](#)
- [PDAP Travel Cover Sheet \(Excel\)](#)
- [EAP Request Form for MC Courses, Books, and Fees](#)

### MC Wellness (EAP Wellness Reimbursement)

#### **Cheat Sheets**

- [Required Documentation](#)
- [Where do I Submit my PDAP?](#)
- [Most Common Mistakes](#)
- [Tech Tips](#)
- [Travel Guidance](#)

# 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

# RESOURCES

## CONTACT INFORMATION

### HRSTM: EAP, Wellness, HR Help Desk

- [EAPRequests@montgomerycollege.edu](mailto:EAPRequests@montgomerycollege.edu)
- [PDAPRequests@montgomerycollege.edu](mailto:PDAPRequests@montgomerycollege.edu)
- [Megan.Cooperman@montgomerycollege.edu](mailto:Megan.Cooperman@montgomerycollege.edu)
- [HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu)
  - 240-567-5353

### OBS: AP, Procurement, Finance

- [AccountsPayable@montgomerycollege.edu](mailto:AccountsPayable@montgomerycollege.edu)
- [Procure@montgomerycollege.edu](mailto:Procure@montgomerycollege.edu)
- [Finance.OBS@montgomerycollege.edu](mailto:Finance.OBS@montgomerycollege.edu)

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

- [ITServiceDesk@montgomerycollege.edu](mailto:ITServiceDesk@montgomerycollege.edu)
  - 240-567-7222



# EXCEPTIONAL EDUCATION **EXTRAORDINARY OUTCOMES**

