



FY27 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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TABLE OF CONTENTS

Plan, Prepare, and Process: The 3 Ps

- **Step 1 - Plan**
 - [EAP Defined](#) and [EAP Eligibility](#)
 - [EAP Request Types](#)
 - [FY27 EAP Allocations](#)
 - [Eligible](#) and [Ineligible](#) EAP Expenses
 - [MC Tuition Waiver](#)
 - [EAP for MC Courses, Books, and Fees](#)
 - [FY27 Tuition Limits](#) and [2026 Tax Implications](#)
 - [EAP Travel](#) and [International Travel](#)
 - [EAP Wellness and Tax Implications](#)
 - [FY27 Dates and Deadlines](#)
- **Step 2 - Prepare: [What Do I Need?](#)**
 - [Direct Payment: Non-Travel](#)
 - [Reimbursement: Non-Travel](#)
 - [Travel Expenses](#)
 - [Wellness](#)
 - [Employee and Dependent/Spouse Tuition Waiver](#)
 - [MC Courses, Books, and Fees](#)
- **Step 3 - Process**
 - [Workday Workflow](#)
 - [EAP Tips and Advice](#)
- **Resources**
 - [Job Aids and Demo Videos](#)
 - [General Info, Forms, and Cheat Sheets](#)
 - [EAP/PDAP Zoom Office Hours](#)
 - [Contact Information](#)

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

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.

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 eligibility ends once you transfer to a PDAP-eligible, primary position

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.

FY27 ALLOCATIONS

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

	Full-time Faculty	Bargaining Staff	*Non-Bargaining Staff
Non-Travel Per Employee (Max)	\$4,920 One limit. All funds may be used for eligible travel and non-travel requests.	\$2,800	\$2,800
Travel Per Employee (Max)		\$1,250	\$1,250
Non-Travel Overall Budget (Max)	\$675,372	\$400,000	\$803,798
Travel Overall Budget (Max)		\$50,000	\$141,650
EAP Wellness Monthly Maximum: \$50			
EAP Wellness is not a separate benefit, and expenses are utilized from the per employee non-travel max. All wellness reimbursements and incentives are considered taxable income.			

*Non-Bargaining Staff also includes positions such as managers, department chairs, and administrators.

ELIGIBLE EAP EXPENSES

- **Non-Travel:**

- Conference Registration
- Professional Memberships (Limit: Two per Fiscal Year)
- Licensures
- Workshops
- Professional Publications/Journals/Magazines

- **MC Courses and Non-MC Tuition:**

- Tuition Waiver (MC Credit Courses Only)
- MC Credit and Non-Credit Courses and Fees
- Non-MC Undergraduate and Graduate Course Tuition and Mandatory Fees
- Required textbooks listed on the syllabus

- **Travel (Local, Domestic, and/or International* Travel):**

- Airfare, Ground Transportation, and Parking
- Lodging
- Meals and Gratuity
- Personal Car Mileage
- Car Rentals and Rental Gas Receipts

**International Travel requires SVP approval*

- **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.)

Contact the HR Employee Wellness Specialist to inquire about wellness-related activities not listed.

INELIGIBLE EAP EXPENSES

- **General (All Request Types):**

- Expenses for recreational, hobby, or personal business endeavors such as art-related activities or workshops, unless specifically job-related and is Manager approved
- Computer/IT equipment or work tools (such as Grammarly or AI applications (see your Department for technology needs)
- EAP expenses for an ineligible employee (see your Department in these cases regarding general training/professional development funds)
- Late payment fees
- Maryland taxes on eligible expenses
- Any eligible EAP expense for a service that was not completed or completed with an unsatisfactory grade
- Any eligible EAP expense that were 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).

- **Tuition:**

- Admission/Admission fees, parking fees, graduation fees, and any charges not related to the cost of a particular course
- Optional or recommended books for courses or conferences, etc.
- Certain shipping and handling costs

- **Travel:**

- Expenses aside from your own (other members of your party, colleagues, or friends)
- Ancillaries/Enhancements such as priority boarding/seating, airport lounge access, travel/trip protection, in-flight services, etc.
- Gas receipts for personal cars and/or mileage for car rentals

MC TUITION WAIVER

WHAT IS TUITION WAIVER AND WHO IS ELIGIBLE?

- The tuition waiver program may be used for Montgomery College 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.

FY27 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)	FY27 EAP Total Tuition Limit/ Overall Max Limit		*2026 Calendar Year Taxable Income
Undergraduate	\$5,507.50	\$910	\$6,417.50	➡	\$1,167.50 or more
Graduate	\$10,956	\$738	\$11,694	➡	\$6,444 or more

- Employees can receive up to \$5,250 in tax-free tuition benefits for 2026.

***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.**

2026 TUITION TAX IMPLICATIONS

- MC will cover the tuition costs for employees up to the allowed EAP limit. 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.
- If an employer pays more than **\$5,250** for educational benefits during the **calendar year 2026**, any requested funds 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*.

*EAP tuition requests **must be fully approved by the last Friday in November** to allow two (2) full pay periods before December 31 to cover any taxes owed on amounts exceeding the IRS limit. Tuition requests submitted after this deadline will be processed in the following calendar year and included in the next quarterly taxable reporting.

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.

EAP WELLNESS AND TAX IMPLICATIONS

- EAP benefits may be used for eligible wellness expenses up to the allowed limit per month, within the current fiscal year.
- At least eight (8) days out of the month or 75% of a program with limited duration must be provided to HR.
- EAP wellness funds cannot be used for dependents and spouses.
- **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*.

*EAP wellness reimbursement requests **must be submitted by December 15** to allow employees to cover any applicable tax liability through payroll deduction by December 31. Wellness requests submitted on or after December 15 will be processed in the following calendar year and included in the next quarterly taxable reporting.

FY27 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, 2026	Start of the Fiscal Year (FY27)
September 2026	FY27 EAP/PDAP Utilization Updated Online
December 2026	FY27 EAP/PDAP Utilization Updated Online
March 30, 2027	<i>Employee Matters</i> Communication – Last 90 Days
March 2027	FY27 EAP/PDAP Utilization Updated Online
April 30, 2027	<i>Employee Matters</i> and Email Communication – Last 60 Days
May 30, 2027	<i>Employee Matters</i> and Email Communication – Last 30 Days
June 5, 2027	Deadline for EAP Non-Travel Direct Payment Approvals
June 22, 2027	Deadline for EAP/PDAP Non-Travel Reimbursement Submissions
June 30, 2027	Deadline for EAP/PDAP Wellness Submissions & End of the Fiscal Year (FY27)
July 1, 2027	Start of the Fiscal Year (FY28)

FY27 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 **FY27** 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 year the cycle is active. If EAP funds have already paid for an annual cycle 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.

EAP GUIDANCE

WHAT DO I NEED TO SUBMIT A REQUEST?

An EAP Partner 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 impactful to your professional development in your position at MC.

- 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 course books, a **syllabus showing the 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 eight (8) 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](#).

IMPORTANT: EAP requests for MC-related courses are not processed via Workday.

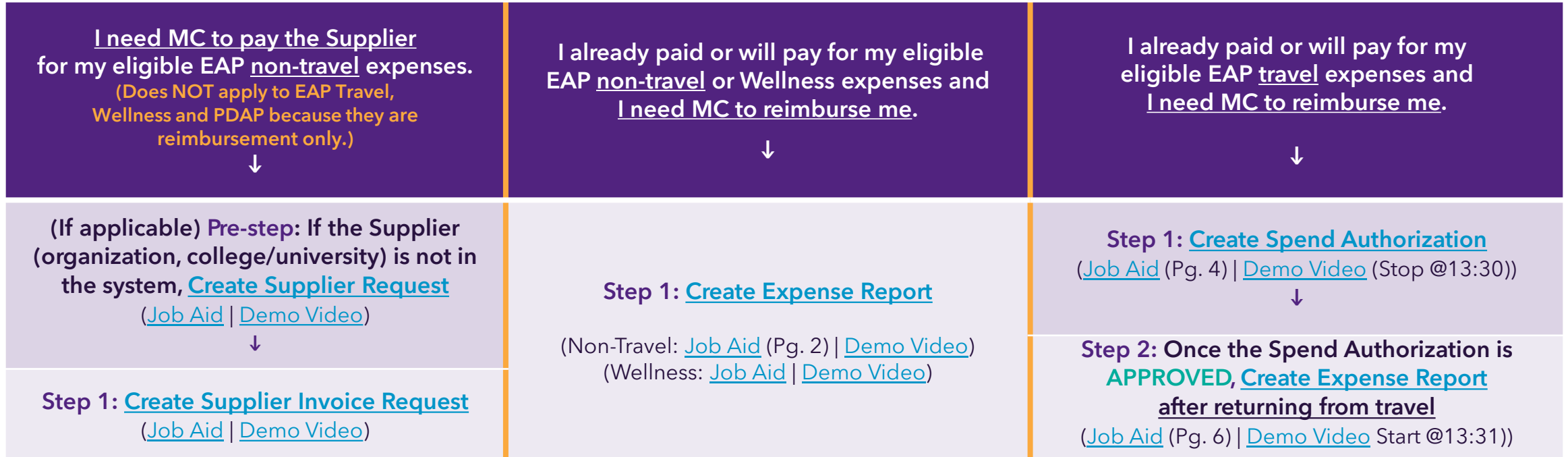
STEP 3: PROCESS

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.

WORKDAY EAP WORKFLOW

DIRECT PAYMENT AND REIMBURSEMENT ORDER OF PROCESS



View [My Supplier Invoice Requests](#) to confirm approval or payment status.

View [My Expense Reports](#) to confirm approval or payment status.
EAP reimbursements are processed according to your Payment Elections, and are separate from and not included with your payroll deposit.

Payments are processed weekly upon final approval by the Manager, the EAP Partner (HRSTM), **AND** Accounts Payable.
If approved by Wednesday, the payment will be included in Thursday check run for Friday disbursement.

Contact [Accounts Payable](#) for questions related to the payment (i.e., payment reconciliation status).

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

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).
- **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...

EAP TIPS AND ADVICE

SUPPLIERS: MD COLLEGES AND UNIVERSITIES

- **State of Maryland** and **University System of Maryland** contain multiple, certain 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

RESOURCES

EAP GUIDES

Links to the Job Aids

Submitting a Direct Payment Request

- [Create a Supplier](#)
- [Create a Supplier Invoice Request](#)

Submitting a Reimbursement Request

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

Links to the Demo Videos

Submitting a Direct Payment Request

- [Create a Supplier](#)
- [Create a Supplier Invoice Request](#)

Submitting a Reimbursement Request

- [Create a Non-Travel Expense Report](#)
- [Create a Travel Spend Authorization and a Travel Expense Report](#)
- [Create a Wellness Expense Report](#)

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](#)

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

Need more time?
Contact the [HR Help Desk](#)

Mornings: 9:30 – 11:30 a.m.
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
- 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 issues related to Workday access, please contact the IT Service Desk

- ITServiceDesk@montgomerycollege.edu
 - 240-567-7222



EXCEPTIONAL EDUCATION **EXTRAORDINARY OUTCOMES**

