



FY27 EAP/PDAP RESOURCE GUIDE FOR SUPERVISORS

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

**Office of Human Resources and Strategic Talent Management
Updated July 2026**

TABLE OF CONTENTS

- [EAP Defined](#) and [EAP Eligibility](#)
- [PDAP Defined](#) and [PDAP Eligibility](#)
- **A Supervisor's Role In EAP/PDAP**
 - [Discuss Professional Development](#) and [Learn And Understand The Process](#)
 - [Follow The Guidelines And Look Carefully At What You Are Approving](#)
 - [Reinforce And Socialize The Concept Of A Shared Benefit](#)
- [FY27 Allocations](#)
- [FY27 EAP Tuition Limits](#)
- [FY27 Dates and Deadlines](#)
- [EAP/PDAP Workday Workflow](#)
- [Required Documentation](#)
- **Resources**
 - [EAP Guides: Job Aids and Demo Videos](#)
 - [EAP General Info, Forms, and Cheat Sheets](#)
 - [PDAP Guides: Job Aids and Demo Videos](#)
 - [PDAP General Info, Forms, and Cheat Sheets](#)
 - [EAP/PDAP Zoom Office Hours](#)
 - [Contact Information](#)

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.
- **Employees may use Tuition Waiver for any MC credit course**, even if not related to the current position
- EAP may be used for eligible travel expenses and Wellness

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.

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 may be used for any MC credit courses**, eligible travel expenses, and Wellness. PTF are not eligible for Tuition Waiver (employees or dependents).
 - **FY27 SEIU Update:** PDAP-eligible employees may use funds for both MC credit and MC non-credit classes.

PDAP ELIGIBILITY

Who Is Eligible?

- Instructional part-time faculty employees must be in the Service Employees International Union (SEIU) to participate in PDAP benefits.
 - SEIU Eligibility: Part-time faculty are required to have taught **at least nine (9) instructional ESH over the course of the prior two (2) academic years.**

Who Is Ineligible?

- Non-bargaining part-time faculty, PDAP-eligible employees (i.e., full-time faculty, bargaining staff, and non-bargaining staff), casual temps, and student workers
- PDAP eligibility ends once you transfer to an EAP-eligible, primary position

To verify if you meet the SEIU eligibility requirements, contact the **Human Resources Employee Engagement and Labor Relations (EELR) Team** at EmployeeRelations@montgomerycollege.edu.

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.

FY27 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
Non-Travel Per Employee (Max)	\$4,920	\$2,800	\$2,800	\$1,250
Travel Per Employee (Max)		\$1,250	\$1,250	
Non-Travel Overall Budget (Max)	\$675,372	\$400,000	\$803,798	\$54,000
Travel Overall Budget (Max)		\$50,000	\$141,650	

EAP/PDAP Wellness Monthly Maximum: \$50

EAP/PDAP Wellness is not a separate benefit, and expenses are utilized from the per employee non-travel limit.
All EAP/PDAP wellness reimbursements and incentives are considered taxable income.

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

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.**

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	Employee Matters Communication – Last 90 Days
March 2027	FY27 EAP/PDAP Utilization Updated Online
April 30, 2027	Employee Matters and Email Communication – Last 60 Days
May 30, 2027	Employee Matters 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)

WORKDAY EAP/PDAP WORKFLOW

DIRECT PAYMENT AND REIMBURSEMENT ORDER OF PROCESS

EAP	EAP PDAP	EAP	PDAP
<u>I need MC to pay the Supplier</u> for my eligible EAP <u>non-travel</u> 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/PDAP <u>non-travel</u> or Wellness expenses and <u>I need MC to reimburse me.</u> ↓	I already paid or will pay for my eligible EAP/PDAP <u>travel</u> expenses and <u>I need MC to reimburse me.</u> ↓	
(If applicable) Pre-step: If the Supplier (organization, college/university) is not in the system, <u>Create Supplier Request</u> ↓	Step 1: <u>Create Expense Report</u>	Step 1: <u>Create Spend Authorization</u> ↓	
Step 1: <u>Create Supplier Invoice Request</u>		Step 2: Once the Spend Authorization is <u>APPROVED</u>, <u>Create Expense Report</u> after returning from travel	
View <u>My Supplier Invoice Requests</u> to confirm approval or payment status.		View <u>My Expense Reports</u> to confirm approval or payment status. EAP reimbursements are processed according to your Payment Elections, and are <u>separate</u> from (not included with) your payroll deposit.	

Payments are processed weekly upon final approval by the Manager, the EAP Partner (HRSTM), **AND** Accounts Payable.
If **fully** approved by Wednesday, the payment will be included in the Thursday check run for Friday disbursement.
Contact [Accounts Payable](#) for questions related to the payment (*i.e.*, payment reconciliation status).

REQUIRED DOCUMENTATION

WHAT DO I NEED FOR A SUCCESSFUL EAP/PDAP REQUEST?

1. A completed and signed **EAP or PDAP Acknowledgment Form**.

- Required only once per fiscal year

2. Documentation or a screenshot of a **bill/invoice 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/PDAP activity is impactful to your professional development for your position at MC.

- Required with every EAP/PDAP 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 textbook requirement** must be attached.

RESOURCES

EAP GUIDES

Links to the EAP 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 EAP 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

PDAP GUIDES

Links to the PDAP Job Aids

Submitting a Reimbursement Request

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

Links to the PDAP Demo Videos

Submitting a Reimbursement Request

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RESOURCES

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MC Wellness (EAP Wellness Reimbursement)

Cheat Sheets

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- [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

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
- PDAPRequests@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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