

PDAP Cheat Sheet: Workday Workflow for PDAP Requests

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

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



Step 1: [Create Spend Authorization](#)
([Job Aid](#) (Pg. 4) | [Demo Video](#) (Stop @13:29))



Step 2: Once the Spend Authorization is **APPROVED,
[Create Expense Report](#) after returning from travel**
([Job Aid](#) (Pg. 6) | [Demo Video](#) Start @13:30))



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.

- **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).