



EAP Resource Guide

Your Toolkit for EAP and PDAP information,
Workday request guidance, and support resources

Office of Human Resources and Strategic Talent Management
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What is EAP and PDAP?

- The Educational Assistance Program (EAP) offers a variety of programs and services, including financial assistance, for professional development activities and work-related travel for full-time faculty, administrators, and staff.
- The Professional Development Assistance Program (PDAP) offers these benefits to certain part-time faculty.
- EAP/PDAP should help employees:
 - Improve job-related knowledge and skills to perform more effectively in current job
 - Complete a job-related degree-seeking or certification program
 - Prepare for a different or higher-level job at the College

EAP Eligibility

- After completion of six (6) months of employment, the following employees are eligible for EAP/PDAP 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 that worked at least nine (9) ESH over the course of two (2) academic years are eligible under PDAP.
- Casual temps and student workers are not eligible for EAP/PDAP benefits.

FY22 EAP Allocations

	Part-time Faculty	Full-time Faculty	Bargaining Staff	Non-Bargaining Staff
EAP/PDAP/ employee	\$1,100	\$3,120	\$2,800	\$2,500
Travel/ employee	N/A	\$1,375	\$1,250	\$1,250
EAP Budget	N/A	\$481,522	\$400,000	\$803,798
Travel Budget	N/A	\$193,850	\$50,000	\$141,650

FY22 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 FY22 Limit
Undergraduate	\$4,500	\$977.50	\$5,477.50
Graduate/ Doctoral	\$9,216	\$817.50	\$10,033.50

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.

What are **ELIGIBLE** EAP expenses?

- All eligible EAP and PDAP and related travel expenses must be pre-approved in accordance with [College PandP 35001 Compensation Programs \(XIX, A\)](#), including:
 - ✓ Doctorate, Graduate, and Undergraduate courses, 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 memberships/certifications/licensures
 - ✓ Journals and magazines related to memberships

What are **ELIGIBLE** EAP expenses?

- ✓ Legal mandates
- ✓ MC Tuition Waiver mandatory fees and required books (for credit classes)
- Employees can also use EAP/PDAP funds, up to \$35 per month, toward approved wellness expenses:
 - ✓ MC-sponsored wellness programs
 - ✓ Outside gym memberships or subscriptions if you use the facility ten (10) separate days per month
 - ✓ Weight Watchers program sponsored by MC

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
 - ✗ Art (unless specifically job-related and Manager approves)
 - ✗ Computer/IT equipment (see your Dept. for technology needs)
 - ✗ EAP expenses for an ineligible employee (see your Dept. in these cases regarding general training/professional development funds)

What are **INELIGIBLE** EAP expenses?

- Ineligible EAP expenses include:

- X Any eligible EAP expense for a service that was not completed or completed with an unsatisfactory grade **(employees must reimburse MC in these cases)**

- X 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)**

MC Tuition Waiver

- Tuition Waiver allows employees to enroll in credit courses at MC. Credit courses must be scheduled outside of the employee's normal, non-adjusted working hours. 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](#)

Prepare for your EAP Request

- Determine if your request is a prepay Requisition or a Reimbursement.
- 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:
 - Contact OBS (Accounts Payable or Procurement) to check Workday for your Supplier
 - If it's not there, refer to the [Create Supplier Request](#) job aid
- Complete your EAP documentation and save it to your computer for uploading into Workday
- Enroll in Direct Deposit for your Reimbursement (if applicable); refer to the [Manage Payment Elections](#) job aid

Suppliers: MD Colleges and Universities

State of Maryland	University System of Maryland
<ul style="list-style-type: none">• Baltimore City Community College• Morgan State University• St. Mary's College of Maryland• Universities at Shady Grove	<ul style="list-style-type: none">• 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

Justifications

- Employees **must include a specific justification** for their EAP expenses.

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 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 compliance in my field.	I enjoy learning about XYZ... My manager approved... ABC looks interesting...

Justifications

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

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

EAP Policy Acknowledgement Form

- Beginning July 1, 2022, all EAP requests must include a completed EAP Policy Acknowledgement Form with the uploaded documentation.
- This form will be required to confirm that all employees understand the EAP policy regarding eligible EAP services and the consequences should the employee not complete the program, course, seminar, etc. or secure a satisfactory grade upon completion of a credit course.
- The new EAP Policy Acknowledgement Form will be on the [HRSTM EAP Page](#).

EAP Request Workflow

<p><u>I need MC to pay the Supplier</u> for my eligible EAP Service, EXCEPT for EAP Travel, Wellness, and PDAP which are reimbursement only.</p> <p style="text-align: center;">↓</p>	<p>I already paid for my eligible EAP Service and <u>I need MC to reimburse me.</u></p> <p style="text-align: center;">↓</p>
<p>Step 1: Create Requisition (choose Service)</p> <p style="text-align: center;">↓</p>	<p>Step 1: Create Spend Authorization</p> <p style="text-align: center;">↓</p>
<p>Step 2: Create Receipt</p> <p style="text-align: center;">↓</p>	<p>Step 2: Create Expense Report</p> <p style="text-align: center;">↓</p>
<p>Upon final approval, by the Manager <u>and</u> EAP Partner, AP processes payments weekly. If approved by Wednesday, payment will be included in Thursday check run.</p>	
<p><i>Search My Requisitions</i> to confirm approval or payment status (Invoicing Status: Fully Invoiced or Paid).</p> <p>Payment is mailed to Supplier according to invoice/instructions.</p>	<p><i>View Expense Reports</i> to confirm approval or payment status (Status: Approved or Paid).</p> <p>Deposit is made according to Payment Elections in ESS as a separate deposit (not included with payroll).</p>
<p>Contact Accounts Payable for questions related to payment (i.e., status of payment, if payment has not processed or been received timely).</p>	

Helpful Info: Key Data Fields

- Requisition type
 - Always choose **EAP**
- Cost Center
 - Always change to **MC0001 Collegewide Operations**
- 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 (continued)

- 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

- 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 (continued)

- **Wellness, PDAP, and EAP Travel are reimbursement only and ineligible for prepay.**
- **Spend Authorization/Expense Report (reimburse me) ONLY:**
 - **5525** – EAP Wellness Class/Outside Gym Membership
 - **5540** – PT Faculty Professional Development
 - **5545** – EAP Travel

Workday EAP Request Demos

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

- Demo Videos:

- [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:**

- Demo Video:

- [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
- 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

Additional EAP Support

- **Attend HRSTM EAP Personal Help Sessions** (Requisition only and Reimbursement only)
 - Typically bi-weekly for a 2-hour block, using the Waiting Room (i.e., first come, first served)
 - Dates/times and registration link sent via the *Employee Matters* newsletter
- **Attend OBS Procurement Review Sessions** (all Procurement BPs)
 - Typically bi-weekly for a 2-hour block
 - Dates/times and registration link sent via the *Employee Matters* newsletter
- **Email EAP Requests**
 - EAPRequests@montgomerycollege.edu

Workday Support Resources

▪ IT Service Desk

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

▪ HR Help Desk

- 240-567-5353
- hrstm@montgomerycollege.edu

▪ OBS (Finance, AP, Procurement)

- 240-567-5292
- accountspayable@montgomerycollege.edu,
procure@montgomerycollege.edu, or
finance.obs@montgomerycollege.edu

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

“We got this!”
– Monty

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