



FY23 EAP Resource Guide

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

Office of Human Resources and Strategic Talent Management
Updated November 2022

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 bargaining part-time faculty.
- Criteria for EAP/PDAP is that the activity should help employees:
 1. Improve job-related knowledge and skills to perform more effectively in current job,
 2. Complete a job-related degree-seeking or certification program, and/or
 3. 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)
- Bargaining part-time faculty **that worked at least nine (9) ESH over the course of two (2) academic years** are eligible under PDAP.
- Non-bargaining part-time faculty, casual temps, and student workers are not eligible for EAP/PDAP benefits.

EAP Process in Workday

- Aside from changing from a paper process to an online process in Workday, the overall process to request EAP benefits is the same. In other words, the **how** has changed, but the **what** for the most part has not.
- Employees are required to provide the following information and documentation about their EAP activities:
 - Name, type, and dates of activity
 - Vendor providing the activity
 - An acceptable justification how the activity meets the EAP criteria
 - Total dollar amount of the activity
 - An invoice and/or receipt documenting the details and cost
 - Proof of completion and satisfactory grade (if applicable)

FY23 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

FY23 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 FY23 Limit
Undergraduate	\$4,847.50	\$769.00	\$5,616.50
Graduate/ Doctoral	\$9,742.80	\$605.00	\$10,347.80

Tax Implications for Tuition Payments

- MC will pay tuition on behalf of employees up to the FY23 EAP limits, however any amount above the annual IRS limit for educational benefits is taxable income for the employee.
- **For 2022, if your employer pays more than \$5,250 for educational benefits for you during the calendar year, then the amount over \$5,250 becomes taxable income.**
- 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 twice per quarter on the two (2) immediate pay dates following the quarterly report – April, July, October, and December.

Tax Implications for Wellness Reimbursements

- Any wellness reimbursement and incentives are always taxable.
- Taxable wellness reimbursement and incentives will be captured through quarterly reporting and processed once per quarter on the immediate pay date following the quarterly report – April, July, October, and December.

Deadline to Submit is End of FY

- Workday is the HR and Financial Management system, which means that the deadlines for payments and reimbursements are at an enterprise level and cannot be adjusted.
- OBS will announce the deadlines for final EAP requests and reimbursements, typically by mid-June. **Employees cannot submit requests for EAP requests and reimbursements once the FY deadline has passed.**
- **OBS will allow employees that have an approved EAP event that occurs in June to submit by the June 30 deadline.** There are no exceptions to this deadline; please plan accordingly.

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)
 - ✗ Maryland taxes on eligible expenses

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)**

EAP Travel Reminders

- All travel related to an approved EAP event will be paid by reimbursement only.
- All travel related to an approved EAP event (even local travel and related meals) should be submitted as an EAP travel reimbursement request, not as a regular expense request.
- For non-local travel requiring a flight or driving long-distance, employees must use the most cost effective method of travel. For example, a Business Class ticket would not be acceptable if an Economy ticket is available.
- Basic documentation supporting this should be included with the Spend Authorization, such as flight estimates, Google Maps estimates, etc. for approval before the expense is incurred.

EAP Travel Reminders

- 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 cost of meals while traveling on official College business. Any grocery store, restaurant, and/or food vendor is acceptable as long as the food is practical and for the employee only.
- Travelling with others is acceptable, but eligible expenses must be in the employee's name for reimbursement, *i.e.*, hotel, rental car, etc. Food for anyone other than the employee is not an eligible EAP travel expense.
- Alcoholic beverages or other personal items are not an eligible EAP travel expense.
- Don't forget that Maryland taxes on eligible expenses are not reimbursable.

International EAP Requests

- The landscape of education and professional development has evolved to include more opportunities to study and enhance professional development goals abroad.
- **In addition to supervisor approval, all international EAP requests and travel must be approved by the employee's Senior Vice President.** This approval should be in writing and attached to the documentation for your EAP request.
- **It is recommended that employees process international EAP requests as reimbursements,** due to delays that may happen with setting up an international Supplier in Workday, currency exchange fees, longer mailing times and costs, etc.
- Note that even with the potential for additional fees, the same EAP limits apply.

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 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](#) or [video](#)
- Complete your EAP documentation and save it to your computer for uploading into Workday, including your EAP Acknowledgement Form.
- 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

Acceptable Justifications are Required

- Employees **must include a specific justification** for their EAP expenses. Your request will be sent back without an acceptable justification.

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...

Adding your Justification

- 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.

EAP Acknowledgement Form

- Beginning January 1, 2023, all EAP requests must include a completed EAP Acknowledgement Form with the documentation uploaded for the request.
- This form will be required to confirm that all employees understand the EAP policy [[College PandP 35001 Compensation Programs \(XIX, A\)](#)] regarding eligible EAP services and the consequences should the employee not attend or complete the program, course, seminar, etc., secure a satisfactory grade upon completion of a credit course, or receive taxable benefits above the IRS limit.
- **It will also aid employees with confirming the Activity Type, Spend Category, and Activity Code in advance of entering into Workday.**
- You can find the EAP Acknowledgement Form on the [HRSTM EAP Page](#).

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 Request Workflow

<p style="text-align: center;"><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 style="text-align: center;">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 style="text-align: center;">Step 1: Create Requisition (choose Service)</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Step 1: Create Spend Authorization</p> <p style="text-align: center;">↓</p>
<p style="text-align: center;">Step 2: Once Requisition is APPROVED, Create Receipt (next business day)</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Step 2: Once Spend Auth is APPROVED, Create Expense Report (immediately)</p> <p style="text-align: center;">↓</p>
<p>Upon final approval, by the Manager <u>AND</u> the 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). -- 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). -- Deposit is made according to Payment Elections in ESS as a separate deposit (not included with payroll).</p>
<p>Contact <u>Accounts Payable</u> for questions related to payment (i.e., status of payment, if payment has not processed or been received timely).</p>	

Helpful Info: Important Reminders

- Please remember that the system will automatically default to your current Cost Center information. This is NOT the correct Cost Center for EAP requests.
 - **When choosing a Cost Center, do not type in the correct code, but rather SCROLL DOWN and click on your Cost Center selection so that it populates the next two (2) required fields (Program and Fund).**
- You need to CAREFULLY review each and every field to make sure the information is correct before you move forward.
- You may also need to REMOVE information in fields that may not be applicable.
 - For example, Faculty need to delete the Discipline from the Additional Worktags field.

Helpful Info: Key Data Fields

- Requisition type
 - Always choose **EAP**
- Cost Center
 - Always change to **MC0001 Collegewide Operations**
 - **If you delete the default Cost Center, then SCROLL DOWN and choose MC0001 at the bottom of the list (instead of typing it in and hitting Enter), it will auto-populate the Program and Fund fields.**
 - This is the most common mistake for EAP requests, which results in Failed Budget errors and processing delays. The Program and Fund fields must be accurate for EAP requests to be processed correctly.

Helpful Info: Key Data Fields (continued)

- 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

- **Contact EAP Requests for Personal EAP Help Sessions and with general EAP inquiries**
 - 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

MC MONTGOMERY
COLLEGE