

Educational Assistance Program (EAP)

Quick Reference Guide for Employees

Overview

This document contains scenario-specific information about an Educational Assistance Program (EAP), which can be used for education, wellness, and/or travel purposes. Depending on the program for the educational assistance item, you must either create a procurement requisition, supplier invoice request, expense request, or a spend authorization in Workday. Use the table below for guidance. If you have any questions, please reach out to the IT Help Desk.

EAP Items

If...	Then...	Related Training Materials
You need prepayment for external tuition/fees or prepayment to a vendor for over \$25	Create a Procurement Requisition in Workday, then Create a Receipt in Workday Note: A Procurement Requisition is used for workers to request goods or services. A Receipt is required for payment to be sent. Note: Employee is responsible for transmitting payment PO to external institution for tuition/fees payment to be complete.	Job Aid: Create Procurement Requisition Job Aid: Create Receipt Job Aid Video (MC Learns): Create Procurement/EAP Requisition
You need reimbursement for EAP or EAP Travel	Create a Spend Authorization and an Expense Report in Workday Note: A Spend Authorization is a request for approval of estimated expenses for future activity and is required before an Expense Report.	Job Aid: Create Spend Authorization Job Aid: Create Expense Report Video (MC Learns): Workday Create Expense Report
You need reimbursement for EAP Wellness/Outside Gym Membership	Create an Expense Report in Workday.	Job Aid: Create Expense Report Video (MC Learns): Workday Create Expense Report
You are taking an MC credit course	Use a tuition waiver.	N/A - see Benefits page of HRSTM website

Educational Assistance Program (EAP)
Quick Reference Guide for Employees

If...	Then...	Related Training Materials
You are taking an MC non-credit course or requesting tuition and fees for MC credit courses payment or reimbursement	Use the paper EAP process and forward to HR.	N/A - see Benefits page of HRSTM website