

EAP Cheat Sheet: Workday Workflow for EAP Requests

NOTE: Email requests for WDCE Courses to EAP Requests. Visit Tuition Waiver for details.	
<p><u>I need MC to PAY THE SUPPLIER</u> for my eligible EAP expenses, EXCEPT for Wellness and EAP Travel which are reimbursement only.</p> <p style="text-align: center;">↓</p>	<p>I already paid or will pay for my eligible EAP, Wellness, and/or EAP Travel expenses and <u>I need MC to REIMBURSE ME.</u></p> <p style="text-align: center;">↓</p>
<p>Step 1: Create Requisition (choose Service) Watch Demo Video (until 9:57), and/or view Job Aid</p> <p style="text-align: center;">↓</p>	<p>Step 1: Create Spend Authorization (Not required for Wellness – go to Step 2) Watch Demo Video (until 10:37), and/or view Job Aid</p> <p style="text-align: center;">↓</p>
<p>Step 2: Once Requisition is APPROVED, Create Receipt (available the NEXT BUSINESS DAY) Watch Demo Video (start 9:58), and/or view Job Aid</p> <p style="text-align: center;">↓</p>	<p>Step 2: Once Spend Authorization is APPROVED, Create Expense Report (available IMMEDIATELY) Watch Demo Video (start 10:38), and/or view Job Aid</p> <p style="text-align: center;">↓</p>
<p>Upon final approval, by the Manager AND the EAP Partner (HRSTM), AP processes payments weekly. If approved by Wednesday, payment will be included in the Thursday check run for Friday.</p>	
<p><i>Deans/Managers: You are responsible for reviewing EAP requests for eligibility and accuracy BEFORE you approve. Make sure that your employees complete and that you approve BOTH STEPS.</i></p>	
<p>-- Search My Requisitions to confirm approval or payment status (Invoicing Status: Fully Invoiced or Paid). -- Payment is mailed to Supplier according to invoice/instructions.</p>	<p>-- View Expense Reports 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 Accounts Payable for questions related to payment (<i>i.e.</i>, status of payment, if payment has not processed or been received timely). Contact EAP Requests with general questions.</p>	