

To: Montgomery College Employees and Supervisors

From: Kathleen M. Boyer, Manager, HR Budget and Finance
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Office of Human Resources and Strategic Talent Management (HRSTM)

Subject: **Important Workday Updates for FY22 and FY23 Educational Assistance Program (EAP)**

Date: May 10, 2022

This memo serves as an update on changes regarding processing and deadlines related to Workday for the Educational Assistance Program (EAP), EAP Travel, and Professional Development Assistance Program (PDAP for part-time faculty) for employees for FY22 and FY23.

The EAP and EAP Travel programs are for full-time faculty, non-bargaining and bargaining staff, department chairs, and administrators. The PDAP program is for part-time faculty who meet eligibility requirements.

Deadlines for FY22 EAP Requests

EAP prepay requisitions and receipts for FY22 are to be approved by managers and HRSTM by **Friday, June 10, 2022**. EAP reimbursements for spend authorizations and reports must be approved by managers and HRSTM by **Friday, June 17, 2022**. **There will be no exceptions to these deadlines, unless you are attending and travelling (if applicable) to an approved EAP program between June 18 and June 30, 2022**. If this applies to you, then your EAP reimbursements for spend authorizations and expense reports can be approved by managers and HRSTM by Friday, July 8, 2022.

NOTE: If you miss the July 8, 2022 deadline, you will forfeit your eligibility for reimbursement for FY22 travel.

Change to Ability to Hold Funds for Next FY EAP Requests

Please note that the option to submit future EAP requests for the subsequent fiscal year is no longer available in Workday. Employees may not enter EAP requests for any fiscal year until July 1. This is a change from the past. The spend authorizations, expense

reports, prepay requisitions, and receipts cannot be completed in Workday for FY23 until July 1, 2022 and beyond.

Any FY23 EAP requests entered and fully approved by Wednesday, July 6, 2022 will be processed for payment (i.e., to the supplier or employee reimbursement) on Friday, July 7, 2022. If your payment must be received before the month of July, then you should consider getting pre-approval from your Manager via email to pay for the EAP program yourself and submit a request for reimbursement in Workday as soon as the new fiscal year begins.

Utilization Rates

We will continue to keep the college community informed of the status of EAP and travel funds quarterly on our [EAP page on the HRSTM website](#). Please note that continuous updates are posted here. Please remember that all travel, whether using EAP or long-distance (departmental) funds, requires pre-approval PRIOR to travel.

EAP Request Process

Please be reminded that all requests must be approved by the appropriate supervisor, including justifications for each request, and supporting documentation is required. EAP requests should be related to an employee's current job, prepare employees for higher-level work and/or another career at the College, or related to a job-related degree or certification program. Requests will be processed in the order they are received. If you have encumbered EAP or travel funds but are no longer using these funds or planning to go on your trip, please contact HRSTM as soon as possible so that we may release the funds for others to use. This also keeps our utilization data current.

Proof of Completion

As a reminder, employees using EAP funds for degree-seeking programs must provide proof of completion of the course and a satisfactory grade. Employees must show proof of completion for any EAP course, seminar, conference, or workshop they attended and if the course, seminar, conference, or workshop is dropped, if the employee receives a failing grade, and/or if an employee fails to return to and remain at the College for the period of time specified in their applicable Professional Development Leave or Sabbatical Leave Agreement, the employee is responsible for reimbursing the College ([P&P, 35001CP, XIX, A, 5, b](#); [P&P, 350031CP, I, J, 4, c](#); [P&P 35001CP, IV, F, 1, g](#)). Upon completion of any EAP-covered course, seminar, conference, and/or workshop, please email your documentation to EAPRequests@montgomerycollege.edu.

Questions and Additional Resources

If you have any questions, please contact EAPRequests@montgomerycollege.edu. Visit the [EAP page on the HRSTM website](#) for more information and resources, including an overview of the new [EAP Resource Guide](#). Thank you.