



# **FY24 PDAP Resource Guide**

Your Toolkit for PDAP Information,  
Workday Guidance, and Support Resources

Office of Human Resources and Strategic Talent Management  
Updated February 2024

# Purpose of the PDAP Resource Guide

- The PDAP Resource Guide is meant to provide detailed information and resources for all eligible employees regarding all aspects of the PDAP process.
- This guide is organized into sections by topic so users can easily review the entire guide and/or jump directly to a specific section they need. The Table of Contents and each section page have links to the applicable slides for the users' convenience.
- Some content is relevant to multiple sections and is intentionally repeated. Once you go through the guide, feel comfortable reviewing specific areas you need for ongoing guidance and support.
- Supervisors should review and refer to the PDAP Resource Guide and the EAP/PDAP Guide for Supervisors for a comprehensive understanding of the program and their responsibilities in the PDAP process.

# Plan, Prepare, Process Framework

PLAN	PREPARE	PROCESS
<ul style="list-style-type: none"> <li>• Confirm your eligibility</li> <li>• Learn about the program benefits and rules</li> <li>• Understand difference between entitlement and eligibility</li> <li>• Discuss your professional development goals with your supervisor and how PDAP can support your growth</li> <li>• Engage with resources to learn the process to request funds</li> </ul>	<ul style="list-style-type: none"> <li>• Register for webinars and conferences, enroll in courses, sign up for memberships, etc. that contribute to your professional development</li> <li>• Collect and organize your invoices and/or receipts</li> <li>• Complete your Acknowledgement Form(s) and/or Travel Cover Sheet(s)</li> <li>• Review resources to make sure you know how to correctly process your request(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Process your request(s) in Workday</li> <li>• All PDAP requests, including Wellness expenses, are <u>always reimbursement only</u></li> </ul>

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# **Plan to Use PDAP: PDAP Defined and Eligibility**

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## What is PDAP?

- The Professional Development Assistance Program (PDAP) offers financial assistance for a variety of professional development activities, programs, and services for bargaining part-time faculty.
- Criteria for PDAP is that the **Non-MC 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.
- **PDAP can be used for any MC credit course**, even if not related to the current PTF discipline, and eligible travel expenses. PTF are not eligible for Tuition Waiver (employees or dependents).

## PDAP Eligibility

- Bargaining part-time faculty **that have worked at least nine (9) ESH over the course of two (2) academic years** are eligible for PDAP benefits.
- Non-bargaining part-time are not eligible for PDAP benefits.

# Personal Professional Endeavors vs. Professional Development

- Many employees have personal passions and have entrepreneurial endeavors outside of work for the College, but it is not appropriate to use PDAP for personal hobbies or to promote another business.
- **PDAP events must be in support of and service to your role at the College, NOT a personal business.** For PDAP, this does not include MC credit courses, which do not have to be directly related to one's current discipline.



# PDAP Request Types and How to Process

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# PDAP Request Types

- All PDAP requests for are processed as **reimbursement only**:
  - Non-MC courses, seminars, memberships, etc. and eligible travel expenses are processed via [Workday](#).
  - MC credit courses are processed via [Workday](#). PTF are not eligible for Tuition Waiver (employees or dependents).
  - Wellness is processed via [Workday](#) (Expense Report only). Wellness PDAP requests are always processed as reimbursement only and are taxable.

# PDAP Request Process in Workday

- Aside from changing from a paper process to an online process in Workday, the overall process to request PDAP 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 PDAP activities:
  - Name, type, and start and end dates of activity
  - Vendor providing the activity
  - An acceptable justification how the activity meets the PDAP 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)

# Workday PDAP Request Workflow

I already paid or will pay for my eligible PDAP, PDAP travel, and/or Wellness expenses and **I need MC to reimburse me.**



**Step 1: Create Spend Authorization**  
(not required for Wellness – go to Step 2)



**Step 2: Once Spend Auth is **APPROVED**,  
Create Expense Report (immediately)**



Upon final approval, by the Manager **AND** the EAP Partner, AP processes payments weekly. If approved by Wednesday, payment will be included in Thursday check run for Friday.

- **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).

Contact **Accounts Payable** for questions related to payment (*i.e.*, status of payment, if payment has not processed or been received timely).

# FY24 PDAP Allocations

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## FY24 PDAP Allocations

	<b>Part-time Faculty</b>
PDAP/employee	<b>\$1,250</b>
PDAP Travel/employee	
Total PDAP Budget	<b>\$54,000</b>
Total PDAP Travel Budget	

# Tax Implications

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# Tax Implications for Wellness Reimbursements

- All wellness reimbursements and incentives are 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.



# Submission Deadlines and Guidance

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## Deadline to Submit is End of FY

- Workday is the College's HR and Financial Management system, which means that the **deadlines for payments and reimbursements are at an enterprise level and cannot be adjusted.**
- Office of Business Services (OBS) will announce the deadlines for final PDAP requests and reimbursements, typically by April. **Employees cannot submit requests for PDAP requests and reimbursements once the FY deadline has passed.**
- **OBS will allow employees that have an approved PDAP event that occurs in June, or one that begins in June and straddles into July, to submit by an adjusted deadline, usually the first week of July.** There are no exceptions to this deadline; please plan accordingly.

## Deadline to Submit is End of FY

- In addition to communications from OBS, HRSTM will also send reminders about the designated deadlines for all PDAP requests via multiple channels, e.g., *Employee Matters* newsletter, email blasts, Facebook, etc. **Please look for and make note of applicable deadlines when announced.**
- Note there may be different deadlines for requisitions/receipts (direct pay, which PDAP does not qualify for) and spend authorizations/expense reports (reimbursements).

## Timely PDAP Submissions

- **Please DO NOT wait until the last minute to submit PDAP requests. Adequate review and approval take time.**
- **You may need to make corrections or add missing information. If so, the submission and approval process starts over from the beginning.**
- **Late submissions will be considered for approval for the applicable (current) fiscal year, not the closed fiscal year.**

## Holding Funds for the Next FY

- In the past, employees were able to make PDAP requests in advance to hold PDAP 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 PDAP funds until the exact beginning of the fiscal year, which is July 1.**
- If you have an eligible PDAP 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.

# Eligible and Ineligible PDAP Expenses

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## What are **ELIGIBLE** PDAP expenses?

- All eligible PDAP and related travel expenses must be pre-approved in accordance with [College PandP 35001 Compensation Programs \(XIX, A\)](#), including:
  - ✓ Doctorate, Graduate, and Undergraduate course tuition, mandatory fees, and required books
  - ✓ MC tuition, fees, and required books (for credit classes)
  - ✓ 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 association memberships (the majority of the membership year should fall within the applicable FY)

## What are **ELIGIBLE** PDAP expenses?

- ✓ Professional publications/journals/magazines related to but separate from paid memberships
- ✓ Professional certifications/licensures, including recertification (voluntary and legal requirements)
- ✓ Presentations representing the College
- Employees can also use PDAP funds, toward **approved wellness expenses, up to \$35 per month**:
  - ✓ MC-sponsored wellness programs
  - ✓ Outside gym memberships or subscriptions if you use the facility ten (10) separate days per month
  - ✓ Weight Watchers and other approved weight loss programs



# What are **ELIGIBLE** Wellness Expenses?

- Gyms/fitness center memberships:
  - ✓ Your preferred gym/fitness/aquatic center
  - ✓ Discounted memberships at One Life, Lifetime Fitness, and more for MC employees
- Other wellness facility memberships and subscriptions:
  - ✓ Yoga/Barre/Pilates Studios, Orange Theory, F45, Club Pilates, Peloton, Active and Fit, Rock Climbing Centers, WW, Noom, etc.
- If your wellness facility or activity is not on this list, please email [Megan.Cooperman@montgomerycollege.edu](mailto:Megan.Cooperman@montgomerycollege.edu) for approval.
- **Participants must provide proof of payment and attendance for reimbursement** (at least 10 days/month or 75% of a program with limited duration).

# Personal Professional Endeavors vs. Professional Development

- Many employees have personal passions and have entrepreneurial endeavors outside of work for the College, but it is not appropriate to use PDAP for personal hobbies or to promote another business.
- **PDAP events must be in support of and service to your role at the College, NOT a personal business.** For PDAP, this does not include MC credit courses, which do not have to be directly related to one's current discipline.

# What are **INELIGIBLE** PDAP expenses?

- Ineligible PDAP 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 or a personal business
  - ❌ Art (unless specifically job-related and Manager approves)
  - ❌ Computer/IT equipment (see your Department for technology needs)
  - ❌ PDAP expenses for an ineligible employee (see your Department in these cases regarding general training/professional development funds)
  - ❌ Maryland taxes on eligible expenses

# What are **INELIGIBLE** PDAP expenses?

- Ineligible PDAP expenses include:
  - ❌ Optional or recommended books for courses or conferences, etc.
  - ❌ Shipping expenses
  - ❌ Any eligible PDAP expense for a service that was not completed or completed with an unsatisfactory grade (**employees must reimburse MC in these cases, benefits are suspended if account is not settled; funds are added back to the employee's PDAP balance**)

# **PDAP Travel Guidance (Domestic and International)**

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## PDAP Travel Reminders

- PDAP follows [College PandP 65001 Reimbursement for Travel and Related Expenses](#) for PDAP travel requests. Travel expenses related to an approved PDAP event (even local travel and related meals) should be submitted with the PDAP request.
- **A Spend Authorization must be submitted PRIOR to the approved travel.**
- All travel related to an approved PDAP event will be paid by reimbursement only and **must be submitted within 30 days of completion of approved travel.**
- 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.

## PDAP Travel Reminders

- For non-local travel requiring a flight or driving long-distance, **employees must use the most cost effective method of travel, within reason.** For example, a Business Class ticket would not be acceptable if an Economy ticket is available, driving long-distance is not acceptable if less expensive travel by plane or train is available.
- Basic documentation supporting this should be included with the Spend Authorization, such as flight estimates, Google Maps mileage estimates, etc. for approval **before the expense is incurred.**

## PDAP Travel Reminders

- Travelling with others is acceptable, but **eligible expenses must be in the employee's name and receipts must be itemized for reimbursement, *i.e.*, hotel, rental car, etc.**
  - **Significantly higher travel expenses for the sole purpose of accommodating additional travelers or coordinating a personal trip are not acceptable**, e.g., driving versus flying, or flying to/from a different city than the location of the PDAP event. The lowest amount is reimbursable.
  - **Food for anyone other than the employee is not an eligible PDAP travel expense.**
- **Alcoholic beverages or other personal items are not an eligible PDAP travel expense.**
- **Don't forget that Maryland taxes on eligible expenses are not reimbursable.**



# International PDAP Travel 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 PDAP and travel requests must be approved by the employee's Senior Vice President in advance.** This approval should be in writing and attached to the documentation for your PDAP request.
- Make sure you **use your U.S.-issued credit cards** because the daily exchange rate will automatically be done for you on the statement. **DO NOT use cash.**
- Note that even with the potential for additional fees, the same PDAP per employee limits apply.

## PDAP Travel Cancellations

- Any changes to your PDAP event plans that require cancellation of registration, flights, and hotel fees are handled by employees and are not the responsibility of HRSTM.
  - If you paid for the registration but did not submit a PDAP request for reimbursement, then you must contact the vendor directly for a refund.
  - If your registration was processed by HRSTM as a Spend Authorization and Expense Report (direct payment to the employee), **it must be refunded to the College by the employee, as it is now an ineligible expense. Remember, PDAP benefits are suspended if accounts are not settled (funds are returned to the employee's PDAP balance).**

# Preparing for PDAP Request

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# Prepare for your PDAP Request

- All PDAP is reimbursement only. Enroll in Direct Deposit for your Reimbursement (if applicable); refer to the [Manage Payment Elections job aid](#).
- 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.**
- Complete your PDAP documentation and save it to your computer for uploading into Workday, including your PDAP Acknowledgement Form.
  - Save your PDAP Acknowledgement Form and additional required back up into one single PDF file.
- Draft your justification in a Word document so it's easy to copy and paste into the applicable Workday fields.

# Acceptable Justifications are Required

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

Acceptable Examples	Unacceptable Examples
<ul style="list-style-type: none"> <li>✓ This course is required for my degree program, which is related to my current job.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Professional development</li> </ul>
<ul style="list-style-type: none"> <li>✓ Seminar ABC will provide updates/new insights for my new job duties at the College and help better prepare me for the transition.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Simply listing the name of the conference or workshop</li> </ul>
<ul style="list-style-type: none"> <li>✓ The XYZ Professional Membership is critical for keeping me up to date on changes and new trends and compliance in my area/field.</li> </ul>	<ul style="list-style-type: none"> <li>✗ I enjoy learning about XYZ...</li> <li>✗ My manager approved...</li> <li>✗ ABC looks interesting...</li> </ul>

# Adding your Justification

- 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 PDAP service goes in the Description field.
  - Step 2: **Create an Expense Report**. The Description from the Spend Authorization will populate in the Memo field.

# PDAP Acknowledgement Form

- **Beginning January 1, 2023, all PDAP requests must include a completed PDAP Acknowledgement Form with the documentation uploaded for the request.**
- This form will be required to confirm that all employees understand the PDAP policy [[College PandP 35001 Compensation Programs \(XIX, A\)](#)] regarding eligible PDAP services and the consequences should the employee not attend or complete the program, course, seminar, etc., and/or secure a satisfactory grade upon completion of a credit course.
- **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 PDAP Acknowledgement Form on the [HRSTM EAP/PDAP Page](#).

# Helpful Workday Apps for PDAP Requests



**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



# Workday PDAP Request Workflow

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(not required for Wellness – go to Step 2)



**Step 2: Once Spend Auth is **APPROVED**,  
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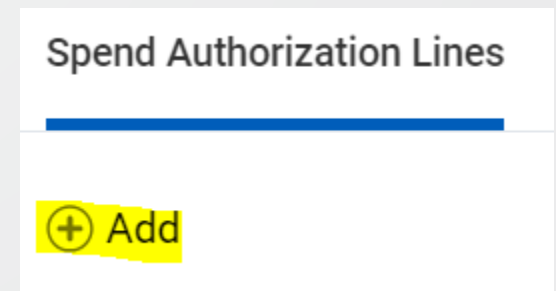
Upon final approval, by the Manager **AND** the EAP Partner, AP processes payments weekly. If approved by Wednesday, payment will be included in Thursday check run for Friday.

- **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).

Contact **Accounts Payable** for questions related to payment (*i.e.*, status of payment, if payment has not processed or been received timely).

# Helpful Info: Spend Authorization

- Start Date and End Date
  - Always add the **Start and End Dates** of your PDAP Service (these are **required even though not always marked with \***)
- Description and Justification
  - These can be identical
- Business Purpose type
  - Always choose **EAP**
- Click the **+Add button** to open the Expense Item



# Helpful Info: Spend Authorization

- Expense Item
  - **5525:** EAP Wellness Class/Outside Gym Membership (only for wellness reimbursements)
  - **5540:** PT Faculty Professional Development (all PDAP expenses, including the course, travel, etc.)
- Quantity
  - Keep at 1 (default)
- Per Unit Amount
  - Add amount, Total Amount will populate (should be the same)

# Helpful Info: Spend Authorization

- Budget Date
  - Defaults to date of request (do not change)
- Memo
  - Not required, but you can copy in text from description
- 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 PDAP requests, which results in Failed Budget errors and processing delays. The Program and Fund fields must be accurate for PDAP requests to be processed correctly.

# Helpful Info: Spend Authorization

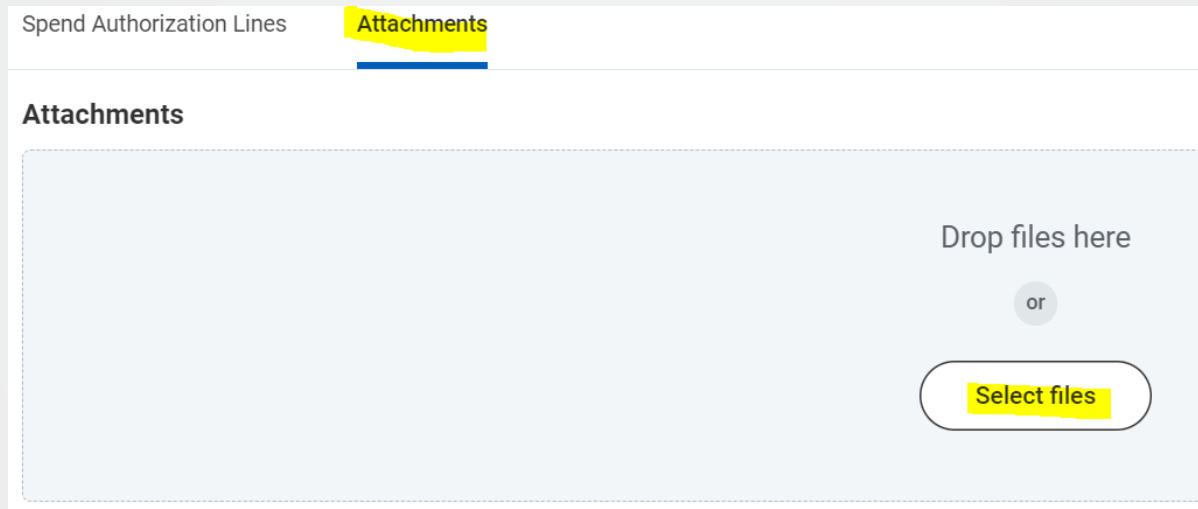
- Additional Worktags → **Activity codes**
- Not a required field, but you can add if you know which Activity Code applies (EAP Partner will add if left blank)
  - **Activity B:** Compliance and Ethics
  - **Activity D:** Equity, Diversity, Access, and Inclusion
  - **Activity G:** Continuing Education 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: Spend Authorization

- 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 Authorization

- Once all fields are complete, click on **Attachments** and upload your file(s)



The screenshot shows a web interface for 'Spend Authorization Lines'. At the top, there are two tabs: 'Spend Authorization Lines' and 'Attachments'. The 'Attachments' tab is selected and highlighted in yellow. Below the tabs, the section is titled 'Attachments'. A large dashed-line box contains the text 'Drop files here' and 'or' in a small circle. Below this, there is a yellow button with the text 'Select files'.

- Click **Submit** to process your request

# Helpful Info: Expense Report

- Choose **Create New Expense Report from Spend Authorization**

Creation Options

\*  Create New Expense Report

Copy Previous Expense Report

Create New Expense Report from Spend Authorization

- Under **Expense Lines**, click **Add**

Header   Attachments   **Expense Lines**

**Add**



# Helpful Info: Expense Report

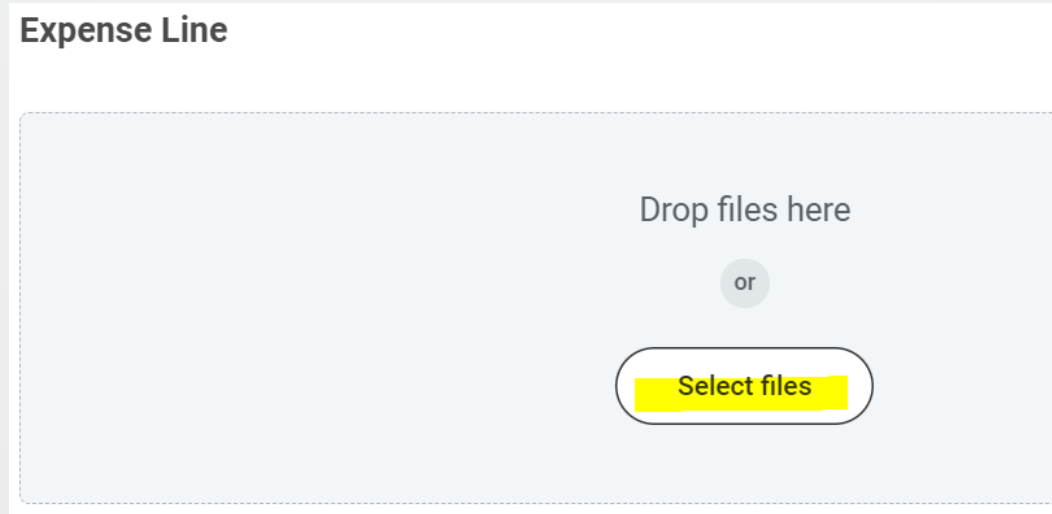
- Add your file(s)
  - If request does not include travel, the same file(s) used for your Spend Authorization should suffice
  - If request does include travel, make sure all itemized receipts are also included

**Expense Line**

Drop files here

or

Select files



# Helpful Info: Expense Report

- Expense Date
  - Defaults to date of request (do not change)
- Expense Item
  - Select **PDAP – Part Time Faculty Prof Development**
- Quantity
  - Keep at 1 (default)
- Per Unit Amount
  - Add amount, Total Amount will populate (should be the same)

# Helpful Info: Expense Report

- Memo
  - Not required, but you can copy in text from description
- 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 PDAP requests, which results in Failed Budget errors and processing delays. The Program and Fund fields must be accurate for PDAP requests to be processed correctly.
- Click **Submit** to process your request

# Most Common Mistakes

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# Most Common Mistakes

- **ALWAYS** change the Code to MC0001. This is the #1 mistake. When you forget to change this, it causes Failed Budget errors and processing delays. The Program and Fund fields must be accurate for PDAP requests to processed correctly. **Faculty need to delete the Discipline from the Additional Worktags field.**
- **Complete your PDAP Acknowledgement Form** to make sure you have all the information you need **BEFORE** you sit down to enter your request. Make sure it is for the correct FY.
- Give yourself enough time; **DO NOT** wait until the last minute. You may need additional time to make corrections or add missing information.
- **Managers SHOULD NOT blindly approve requests.** Review for accuracy and eligibility. Ask yourself, “Would I pay for this from my department budget if necessary?”

## Most Common Mistakes

- All requests have **TWO (2) STEPS**: Spend Authorization **AND** Expense Report for reimbursements. Don't forget to process your applicable second step once the first step has been approved. Your request is not complete until the second step is processed; **your payment WILL NOT be made until both steps are done and approved.**
- Make sure your **documentation includes start and end dates** for your PDAP request. **PDAP requests cannot be approved without dates.**
- Be sure your wellness facility/subscription is approved. **Make sure your wellness requests include your proof of attendance and payment.**

## Most Common Mistakes

- Creating **more than one Expense Report** for the same Spend Authorization will generate an error that you have exceeded the 10% buffer for approval. You will have to cancel them all and start over.
- **Remember the correct way to submit your request** – Workday for all eligible PDAP requests.
- Do not enter a PDAP request if you have questions about eligibility, timing, etc. **If it is the wrong FY, HRSTM will just send it back for resubmission; we will not fully process the request.** Email us at [PDAPRequests@montgomerycollege.edu](mailto:PDAPRequests@montgomerycollege.edu) if you have specific questions about your request BEFORE you submit it.
- **Read the comments!** When HRSTM sends back requests with comments, pay attention to the information and/or explanation that was provided.

# **Process Your PDAP Request: Job Aids, Demo Videos, and Additional Resources**

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# Workday PDAP Request Workflow

I already paid or will pay for my eligible PDAP, PDAP travel, and/or Wellness expenses and **I need MC to reimburse me.**



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# Workday PDAP Job Aids

- I need MC to **Reimburse Me**:
  - [Create Spend Authorization](#)
  - [Create Expense Report](#)

# Workday PDAP Request Demos

- I need MC to **Reimburse Me**:
  - [Step 1 of 2: Create Spend Authorization \(Until 10:00\) and Step 2 of 2: Create Expense Report \(Total Time 16:06\)](#)

# PDAP Training and Resources

- [HRSTM EAP/PDAP Page](#)

- General PDAP info and current PDAP Resource Guide
- Allocation and utilization data by employee type and bargaining status for the applicable fiscal year
- Updated FAQs

- [Workday Training Page](#)

- Job aids and recordings

- [PDAPRequests@montgomerycollege.edu](mailto:PDAPRequests@montgomerycollege.edu)

- Contact HRSTM for general PDAP inquiries

# Workday Support Resources

## ■ IT Service Desk

- 240-567-7222
- [itservicedesk@montgomerycollege.edu](mailto:itservicedesk@montgomerycollege.edu)

## ■ HR Help Desk

- 240-567-5353
- [hrstm@montgomerycollege.edu](mailto:hrstm@montgomerycollege.edu)

## ■ OBS (Finance, AP, Procurement)

- 240-567-5292
- [accountspayable@montgomerycollege.edu](mailto:accountspayable@montgomerycollege.edu),  
[procure@montgomerycollege.edu](mailto:procure@montgomerycollege.edu), or  
[finance.obs@montgomerycollege.edu](mailto: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

“You can do this!”  
– Monty

**MC** MONTGOMERY  
COLLEGE