MC
MONTGOMERY
COLLEGE

PDAP Cheat Sheet:
Workday Workflow for PDAP Requests

I already paid or will pay for my eligible PDAP, including eligible PDAP Travel, and/or Wellness expenses and
I need MC to REIMBURSE ME.
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Step 1: Create Spend Authorization
(Not required for Wellness – go to Step 2)
Watch Demo Video (until 10:00), and/or **View Job Aid**
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Step 2: Once Spend Authorization is APPROVED,
Create Expense Report (available IMMEDIATELY)
Watch Demo Video (start 10:01), and/or **View Job Aid**
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Upon final approval, by the Manager (Chair) **AND** the EAP Partner (HRSTM), AP processes payments weekly. If approved by Wednesday, payment will be included in the Thursday check run for Friday.

Chairs: 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.

-- *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).
Contact **PDAP Requests** with general questions.