

Education benefits are available to all benefited employees, who have been in a benefited position for at least 12 consecutive months.

Education Benefits for Medical Center team members have a process outside of Workday. The process outlined in this job aid is for Academic Employees to submit a request via Workday.

For information about how Medical Center team members can apply for Education Assistance, read the “How to Apply” section of [Education Benefits web page](#). Email AskHR@virginia.edu with any questions.

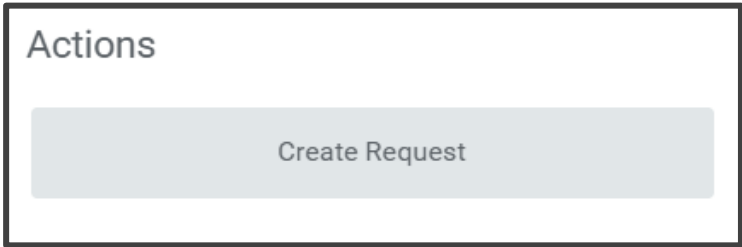
Kicking Off the Process



Requests

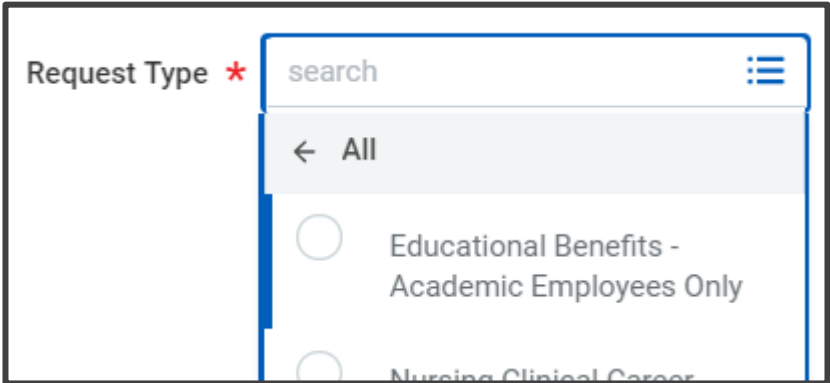
From the Workday homepage, click on **Requests**.

Under **Actions** click **Create Request**.



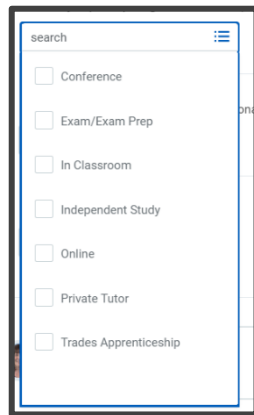
For Request Type, under “All”, choose **Educational Benefits Academic Employees Only**.

Click **OK**.



Fill out the form with all required and relevant information.

- **Describe Request:** Describe the education you are seeking and how it is relevant to your role, if requesting professional development funding.
- **Select Funding Type:** Eligible employees are qualified to get a maximum of \$4360 per calendar year.
 - **Central Tuition Funding (up to \$4360 / calendar year)** – e.g., in pursuit of a degree.
 - **Central Professional Development Funding (up to \$2000 / calendar year)** – This money contributes to the total \$4360 per year that you are allowed. E.g., certification programs or other courses unrelated to pursuing a degree.
 - **Departmental Funding (amount pre-approved by your department)** – This is at the discretion of your leadership.
- **Is the course a requirement for completion of a college degree program?**
- **For Non-Degree Only** – Select what best describes the course you are taking.
- **Name of Educational Institution and Course Name**
- **Start Date for the course**
- **End Date for the course** (Note: You must submit required documentation within 30 days of this date)
- **If completing a degree, expected date to attain your degree**
- **How are you participating?**



The image shows a screenshot of a web form. At the top, there is a search bar with the word "search" and a magnifying glass icon. Below the search bar is a list of seven options, each with an unchecked checkbox: "Conference", "Exam/Exam Prep", "In Classroom", "Independent Study", "Online", "Private Tutor", and "Trades Apprenticeship".

- **Tuition or Total Cost:** This will be for all costs associated with tuition or registration fees. Costs associated with food or entertainment can only be covered by departmental funding.
- **Funding Amount Requested:** This may be different than the total cost and cannot be over the amount for which you are eligible.

For example, if your total cost is \$8,000, the total cost would be \$8,000. Your funding amount requested should only be the amount for which you are eligible to receive according to policy.

- Add any relevant attachments for the request such as:
 - If you have proof of payment, grades, and course completion, you can attach these now. Remember, you will need to attach this documentation in Workday within 30 days after the course.
 - If the course hasn't happened yet, include documentation of registration fees, proof of course/conference fees, even if it's a snapshot of the webpage where the course/conference is offered.

If you are using departmental funds. The request will be sent to your manager for approval. The benefits team will review all requests.

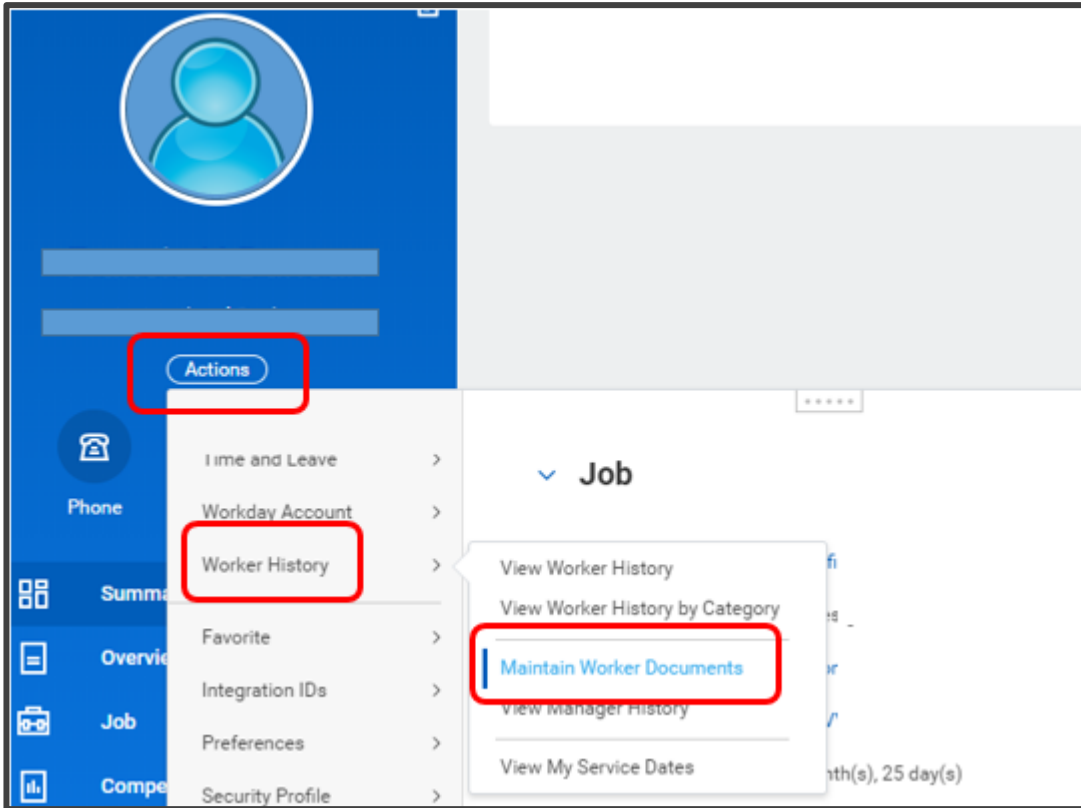
If it is approved, you will receive your education benefit funds within two pay periods. You can check the process from your Workday Inbox archives to see the status of the request.

Uploading Documentation After Course Completion

Documentation is required within 30 days of course completion. Once you have documentation to show completion (see examples below), you will need to upload the following documentation:

- Receipt showing proof of payment
- Proof of completion (For example, grades – unofficial or official transcript, or conference registration).

To submit documentation on a request that has already been approved, navigate to your profile by clicking on your picture in the upper right corner of Workday. Click **Actions**, then scroll to **Worker History**, then click **Maintain Worker Documents**.



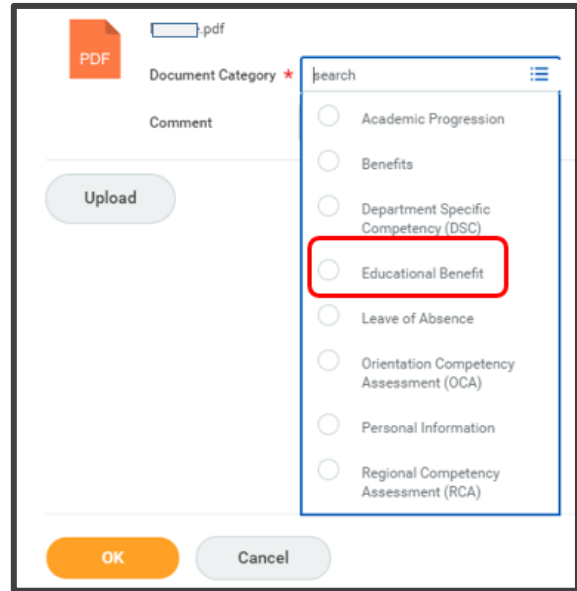
Click on **Add**.

Click **Select files** or drop files where indicated.

Under Document Category, select **Educational Benefit**.

Click **OK**.

You are finished.



The screenshot shows a document upload interface. At the top left is a PDF icon and a text input field containing ".pdf". Below this is a "Document Category" dropdown menu with a search bar and a list of options. The "Educational Benefit" option is highlighted with a red rectangle. Below the dropdown is a "Comment" field and an "Upload" button. At the bottom of the form are "OK" and "Cancel" buttons.

Document Category
<input type="radio"/> Academic Progression
<input type="radio"/> Benefits
<input type="radio"/> Department Specific Competency (DSC)
<input checked="" type="radio"/> Educational Benefit
<input type="radio"/> Leave of Absence
<input type="radio"/> Orientation Competency Assessment (OCA)
<input type="radio"/> Personal Information
<input type="radio"/> Regional Competency Assessment (RCA)

Getting Paid

HR will submit a request for a one-time payment upon approval of the benefit request, and payroll will process the request within two pay periods after the education benefit is approved.

Be sure to update payment elections as needed.