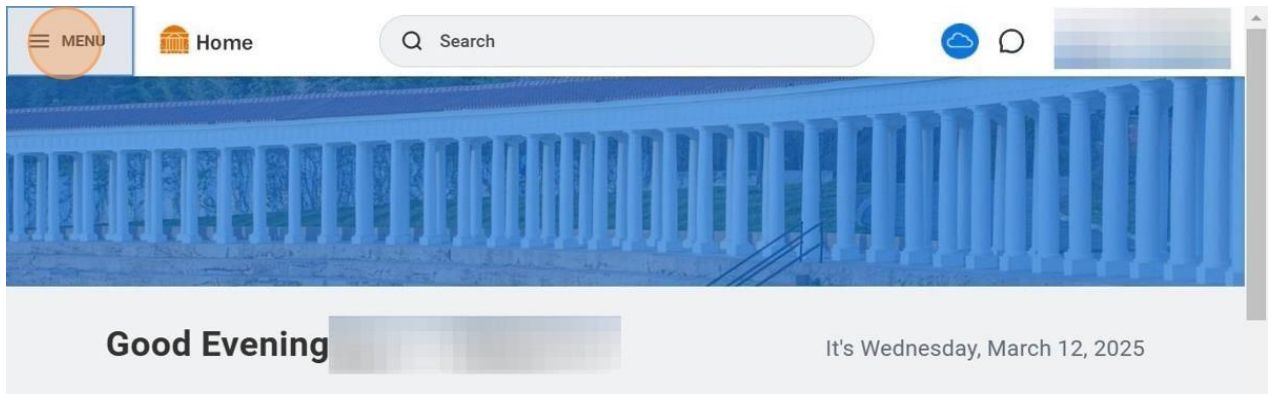


(To translate, go to [Google Translate/Documents](#) and upload document.)

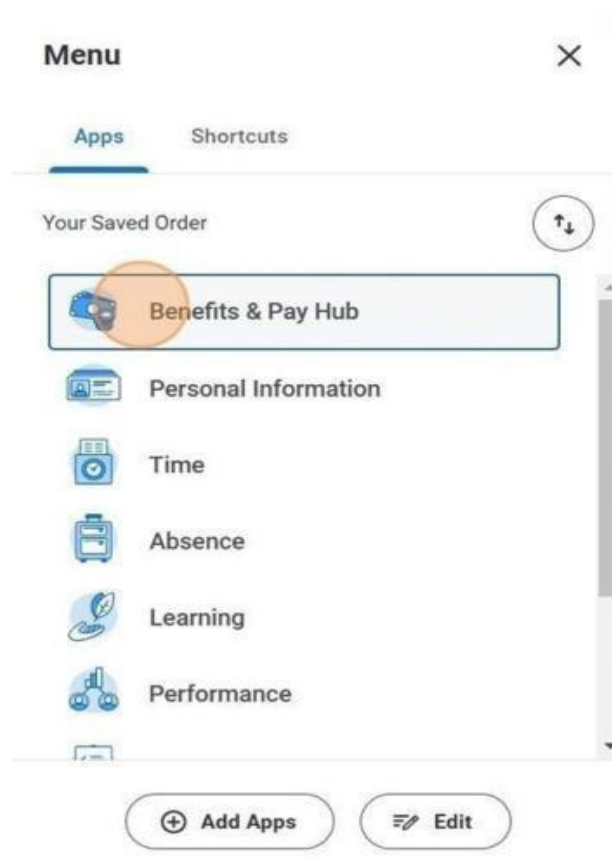
Employee Job Aid

How to submit an education benefit request in Workday.

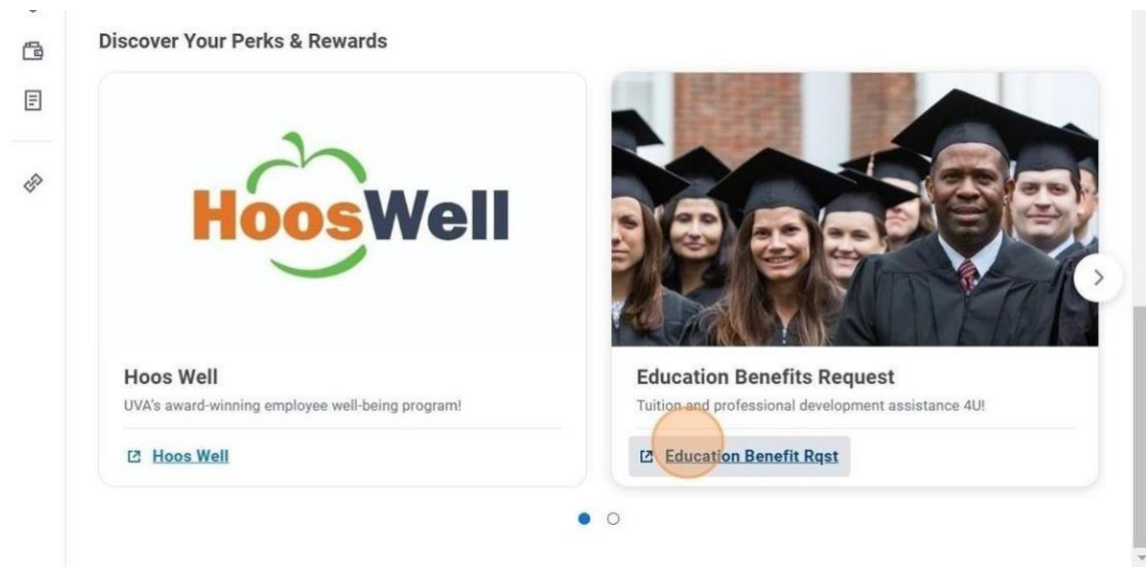
1. Once logged into Workday: Click "MENU"



2. Click "Benefits & Pay Hub"

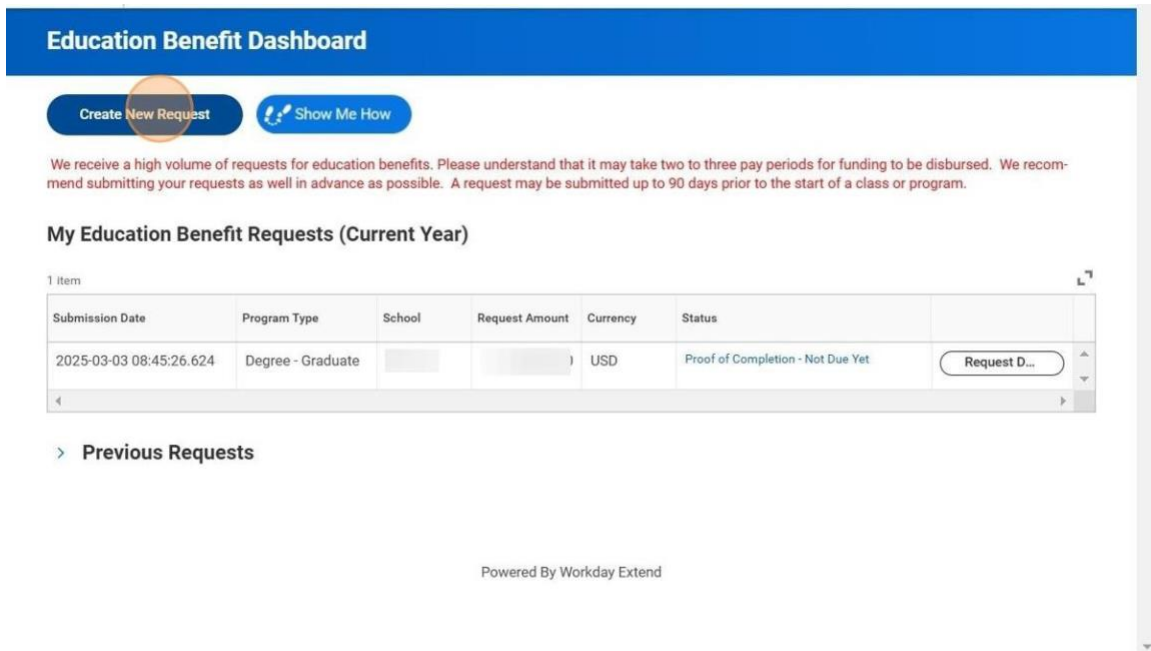


3. Scroll down the page to locate the "Education Benefit Request" tile.



4. Click "Create New Request"

To see requests prior to the current calendar year, click on "Previous Requests".



5. Select appropriate funding type here.

Central: Request to be paid from Central Education Benefit funding.

Departmental: Request to be paid by your department/cost center. See "Manager Job Aid" for more details.

*If requesting multiple funding types, submit separate requests.

TIP: If you are unsure of your request's eligibility, you are welcome to submit your questions to AskHR@virginia.edu

Program/Course Information

Funded By *

select one

Total Amount Requested
0.00

Assistance Type *

select one

Requested Amount Currency *
USD

Program Type *

Education Provider *

Add Course(s) 0 items

Course Name	Start Date	End Date	Participation Type	Cost
No Data				

Submit

Cancel

Show Me How

6. Select appropriate "Assistance Type."

Academic ONLY:

When selecting "Professional Development," you will be required to clarify how the request is job-related. Please provide 3-4 sentences with this information.

ⓧ

ⓧ If you are unsure of your request's eligibility, you are welcome to submit your questions to AskHR@Virginia.edu

Program/Course Information

Funded By *

select one

?

Assistance Type *

select one

?

Program Type *

Education Provider *

?

Total Amount Requested

0.00

Requested Amount Currency *

USD

Add Course(s) 0 items

Course Name	Start Date	End Date	Participation Type	Cost
No Data				

ⓧ

Submit

Cancel

Show Me How

7. Click the "Program Type" field.

Depending on what is selected for "Assistance Type" will determine what options are available to be selected in "Program Type".

TIP: If you are unsure of your request's eligibility, you are welcome to submit your questions to AskHR@virginia.edu

Program/Course Information

Funded By *

select one

?

Total Amount Requested

0.00

Assistance Type *

select one

?

Requested Amount Currency *

USD

▼

Program Type *

Search

⋮

Education Provider *

?

Add Course(s) 0 Items

Course Name	Start Date	End Date	Participation Type	Cost
No Data				

Submit

Cancel

Show Me How

8. Click the "Education Provider" field.

Name of school, conference, etc. goes here

Central Funding

?

0.00

Assistance Type *

Tuition

?

Requested Amount Currency *

USD

▼

Program Type *

X Degree - Graduate

⋮

Please specify the name of the [Degree - Graduate] *

Degree Info Here

Education Provider *

?

Add Course(s) 0 Items

+	Course Name	Start Date	End Date	Participation Type	Cost
No Data					

Legal Agreement

Submit

Cancel

Show Me How

9. To add details of event, click here.

Central Funding

0.00

Assistance Type *

Tuition

Requested Amount Currency *

USD

Program Type *

X Degree - Graduate

Please specify the name of the [Degree - Graduate] *

Degree Info Here

Education Provider *

Name of Provider

Add Course(s) 0 items

+

Course Name

Start Date

End Date

Participation Type

Cost

No Data

Legal Agreement

Submit

Cancel

Show Me How

10. Name of class, program, etc. goes here.

Please specify the name of the [Degree - Graduate] *

Degree Info Here

Education Provider *

Name of Provider

Add Course(s) 1 item

+

-

Course Name

Start Date

End Date

Participation Type

Cost

MM/DD/YYYY

MM/DD/YYYY

select one

0.00

0.00

Legal Agreement

Please carefully read this statement.

I understand that I will receive a payment pursuant to the [Education Benefit Program](#). I agree to be responsible for prompt repayment of amounts paid to me or on my behalf pursuant to this benefit program if:

- I do not register for or stop attending a course, or otherwise fail to successfully complete the course for which I have received an education assistance disbursement
- I fail to provide an official grade report or appropriate documentation and a paid bill or receipt for tuition

Submit

Cancel

Show Me How

11. Include course/event name in this field.

You can click the add button if multiple classes are being taken from the same program. If more than one course is being taken with the same provider and within the allowable window, please list all courses associated with funding.

EX:

Provider: UVA

Class A

1/1/2025-12/6/2025

Class B

5/6/2025-1/31/2026

Please specify the name of the [Degree - Graduate] *

Degree Info Here

Education Provider *

Name of Provider ?

Add Course(s) 2 Items

	Course Name	Start Date	End Date	Participation Type	Cost
+		MM/DD/YYYY	MM/DD/YYYY	select one	0.00
-	Class A			select one	0.00
					0.00

Legal Agreement

Please carefully read this statement.

I understand that I will receive a payment pursuant the [Education Benefit Program](#). I agree to be responsible for prompt repayment of amounts paid to me or on my behalf pursuant to this benefit program if:

Submit

Cancel

Show Me How

12. Start/End dates are provided here.

University Medical Center Only:

For credential certification renewals, please use the same start date and end date. Example: If renewal was on 1/1/2025, use this date as both the start date and end date. For "Participation Type" use "exam", course name "Renewal" and name of Certification. You will need to attach proof of payment and copy of certification.

Please specify the name of the [Degree - Graduate] *

Degree Info Here

Education Provider *

Name of Provider

Add Course(s) 2 Items

	Course Name	Start Date	End Date	Participation Type	Cost
+					
-	Class B	MM/DD/YYYY	MM/DD/YYYY	select one	0.00
-	Class A			select one	0.00
					0.00

Legal Agreement

Please carefully read this statement.

I understand that I will receive a payment pursuant the [Education Benefit Program](#). I agree to be responsible for prompt repayment of amounts paid to me or on my behalf pursuant to this benefit program if:

Submit

Cancel

Show Me How

13. Select Participation Type.

Please specify the name of the [Degree - Graduate] *

Degree Info Here

Education Provider *

Name of Provider

Add Course(s) 2 Items

	Course Name	Start Date	End Date	Participation Type	Cost
⊖	Class B	06/04/2025	10/31/2025	select one	0.00
⊖	Class A	03/01/2025	06/30/2025	select one	0.00
					0.00

Legal Agreement

Please carefully read this statement.

I understand that I will receive a payment pursuant to the [Education Benefit Program](#). I agree to be responsible for prompt repayment of amounts paid to me or on my behalf pursuant to this benefit program if:

SubmitCancelShow Me How

14. Enter costs here. Ensure you are not including ineligible expenses, such as: Membership, licenses, travel, food, lodging, parking/student activity fees, etc.

Please specify the name of the [Degree - Graduate] *

Degree Info Here

Education Provider *

Name of Provider

Add Course(s) 2 Items

	Course Name	Start Date	End Date	Participation Type	Cost
⊖	Class B	06/04/2025	10/31/2025	Online (Instructor Led)	0.00
⊖	Class A	03/01/2025	06/30/2025	Online (Instructor Led)	0.00
					0.00

Legal Agreement

Please carefully read this statement.

I understand that I will receive a payment pursuant to the [Education Benefit Program](#). I agree to be responsible for prompt repayment of amounts paid to me or on my behalf pursuant to this benefit program if:

SubmitCancelShow Me How

15. Review legal agreement and click "I Agree" upon completion.

Legal Agreement

Please carefully read this statement.

I understand that I will receive a payment pursuant the [Education Benefit Program](#). I agree to be responsible for prompt repayment of amounts paid to me or on my behalf pursuant to this benefit program if:

- I do not register for or stop attending a course, or otherwise fail to successfully complete the course for which I have received an education assistance disbursement
- I fail to provide an official grade report or appropriate documentation and a paid bill or receipt for tuition
- I leave my employment with the University of Virginia either voluntarily or involuntarily (for reasons other than layoff or furlough) before successfully completing the course or before reimbursing any amounts owed under the program

I agree that any amounts owed may be withheld from my paycheck(s), including any final paycheck, in compliance with minimum wage law requirements. I further understand that any amounts owed that cannot be recouped through paycheck withholding will be subject to collections action by the University, which is required by law to pursue all amounts owed to the University.

By clicking I Agree below, I affirm that I have read and understand this Agreement. Only those Education Assistance requests that affirm acceptance will be processed.

I Agree *

☐

Pressing Submit will finalize this portion of your request. Please double-check the information you entered above. Once submitted, you will not be able to revise it unless it is sent back to you.

Submit

Cancel

Show Me How

16. Click "Submit."

Please carefully read this statement.

I understand that I will receive a payment pursuant the [Education Benefit Program](#). I agree to be responsible for prompt repayment of amounts paid to me or on my behalf pursuant to this benefit program if:

- I do not register for or stop attending a course, or otherwise fail to successfully complete the course for which I have received an education assistance disbursement
- I fail to provide an official grade report or appropriate documentation and a paid bill or receipt for tuition
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By clicking I Agree below, I affirm that I have read and understand this Agreement. Only those Education Assistance requests that affirm acceptance will be processed.

I Agree *

☒

Pressing Submit will finalize this portion of your request. Please double-check the information you entered above. Once submitted, you will not be able to revise it unless it is sent back to you.

Submit

Cancel

Show Me How

17. Reimbursement:

If the request is for reimbursement (i.e., event end date has passed, and you have paid for and completed the event already), the next screen will look like this. Here you need to provide proof of payment & completion.

Click "Upload" or drag/drop files.


If more than 5 documents, please merge PDFs or provide screenshots in a word document.

Please also identify documents by using one of the following formats:

"[EventName]_Payment" & "[EventName]_Completion" or "UVA_Payment" & "UVA_Completion."

Congrats! Looks like you've completed your course(s)!

Please upload the required Education substantiation (itemized invoice, proof of payment, and proof of passing grade/n).

 Program Type.png

Upload

Program/Course Information

Funded By	Total Amount Requested *
Central Funding	500.00
Assistance Type	Requested Amount Currency
Professional Development	USD
Program Type	

OK

Cancel

18. Click "OK."

uva

Education Provider

uva

Please enter an explanation of how this relates to your job and a link to the program.

job info here

Course List (At least one course is required) 1 item

Name	Start Date	End Date	Participation Type
class	2025-01-31	2025-02-01	Conference

Powered By Workday Extend

OK Cancel

19. Click "OK".

Name of the Other

uva

Education Provider

uva

Please enter an explanation of how this relates to your job and a link to the program.

job info here

Course List (At least one course is required)

Name	Start Date	End Date	Participation Type
class			Conference

Powered By Workday Extend

OK Cancel

Education Benefit Request - Submit for Approval

Almost done!

Clicking OK will submit your request for approval.

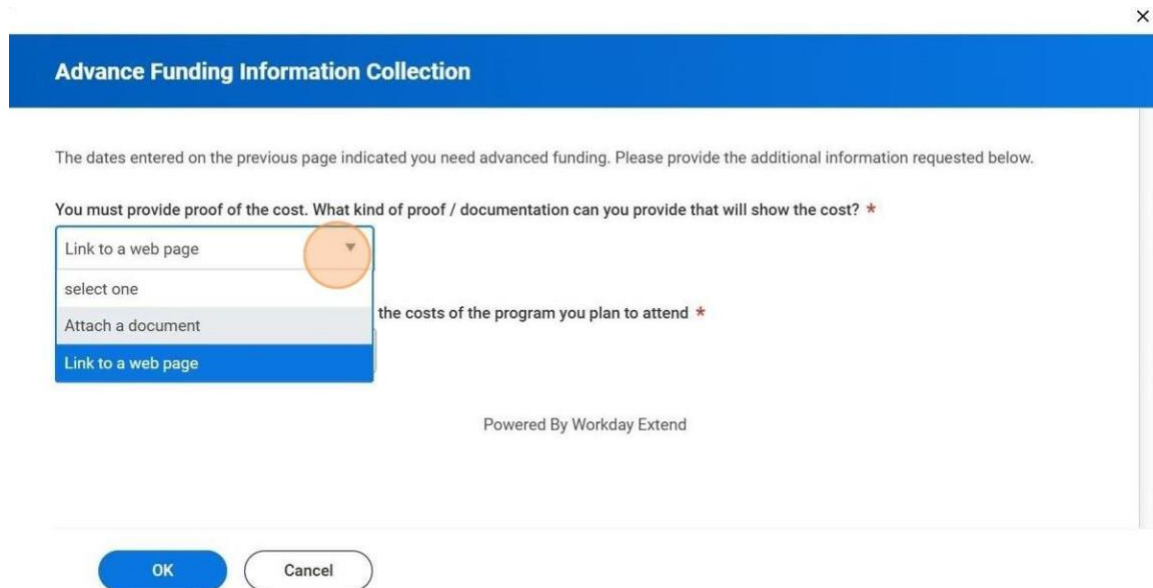
Cancel OK

20. Advanced Funding Requests (event has not been completed):

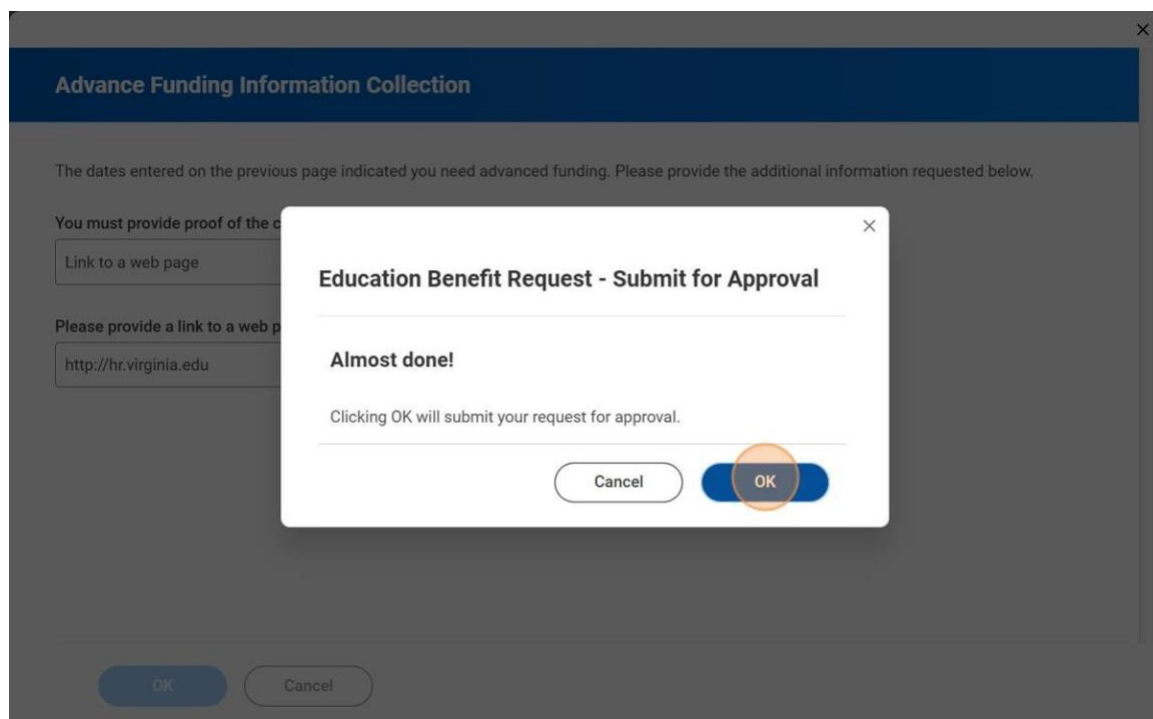
Click "select one" dropdown.

Select link or document.

Please do not provide links that require logins. Click "OK" upon completion.



21. Click here. Once submitted, it routes to HR for review.



22. How can I see my status?

Click the blue status link for further details...

Education Benefit Dashboard

[Create New Request](#)[Show Me How](#)

We receive a high volume of requests for education benefits. Please understand that it may take two to three pay periods for funding to be disbursed. We recommend submitting your requests as well in advance as possible. A request may be submitted up to 90 days prior to the start of a class or program.

My Education Benefit Requests (Current Year)

2 Items

Submission Date	Program Type	School	Request Amount	Currency	Status	
2025-03-12 19:39:40.680	Degree - Graduate	school name	\$500.00	USD	Proof of Completion - Not Due Yet	Request ...
2025-03-12 19:37:42.121	Other	uva	\$500.00	USD	Denied ...	Request ...

> [Previous Requests](#)

23. Click "Process."

View Event

Education Benefit Approval: (ACD) ...

For (ACD)

Overall Process Education Benefit Approval: (ACD)

Overall Status Denied

Calendars In Use Consecutive Days (No Calendars Selected)

[Details](#)[Process](#)

Description Education Benefit Request:

24. In the comment column, you can find comments which can include reasons it was sent back or why a request was denied.

For [redacted] (ACD)

Overall Process Education Benefit Approval: [redacted] (ACD)

Overall Status Denied

Calendars In Use Consecutive Days (No Calendars Selected)

Details **Process**

Process History 4 items

	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
efit	Step Completed	03/12/2025 07:38:43 PM		[redacted]	1	
anager	Not Required				0	
iding	Not Required				0	
ducation Benefits	Denied	03/12/2025 07:41:29 PM		(Education Benefits Partner_CHR)	1	Reason for denial here

25. Click "Proof of Completion - Not Due Yet"

This status means the end date has not passed up. Substantiation will be required after the end date has passed, see "Substantiation FAQ" for more details.

Education Benefit Dashboard

Create New Request Show Me How

We receive a high volume of requests for education benefits. Please understand that it may take two to three pay periods for funding to be disbursed. We recommend submitting your requests as well in advance as possible. A request may be submitted up to 90 days prior to the start of a class or program.

My Education Benefit Requests (Current Year)

2 items

Submission Date	Program Type	School	Request Amount	Currency	Status	
2025-03-12 19:39:40.680	Degree - Graduate	school name	\$500.00	USD	Proof of Completion - Not Due Yet ***	Request ...
2025-03-12 19:37:42.121	Other	uva	\$500.00	USD	Denied	Request ...

> Previous Requests

Powered By Workday Extend