

# EDUCATIONAL ASSISTANCE JOB AID

## *How to Submit an Educational Assistance Expense Report*

### **Overview**

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To recruit, develop, engage, and retain top quality workforce we must invest in the ongoing career and educational goals of our team members. The Medical Center provides centrally funded educational assistance for academic coursework and professional certification. It is recommended that educational assistance be an integrated part of an approved professional development plan designed by the team member and respective manager. Eligible team members must complete an Educational Assistance Expense Report via the PeopleSoft Finance Expense Reimbursement system. Department supervisors/managers are responsible for initial approval of the Expense Report in the system. Please refer to the [Medical Center Human Resources Policy No. 301](#) for eligibility, criteria and guidelines, and procedures regarding educational assistance.

### **Purpose**

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The purpose of this document is to provide step-by-step instructions on how to navigate, create, and submit an Expense Report for Educational Assistance in the PeopleSoft Finance Expense Reimbursement system.

### **Contents**

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# Academic Course

## Eligible Course

Eligible courses must meet one of the following criteria:

- ◇ Academic credit course leading to an Associate's, Bachelor's, Master's, or Doctoral degree
- ◇ Review course for a Professional Certification that is of value/benefit to the Medical Center as determined by the department primarily responsible for managing the practitioner
- ◇ English as a Second Language (ESL), literacy, and related classes
- ◇ Lean or other related classes

## Instructions

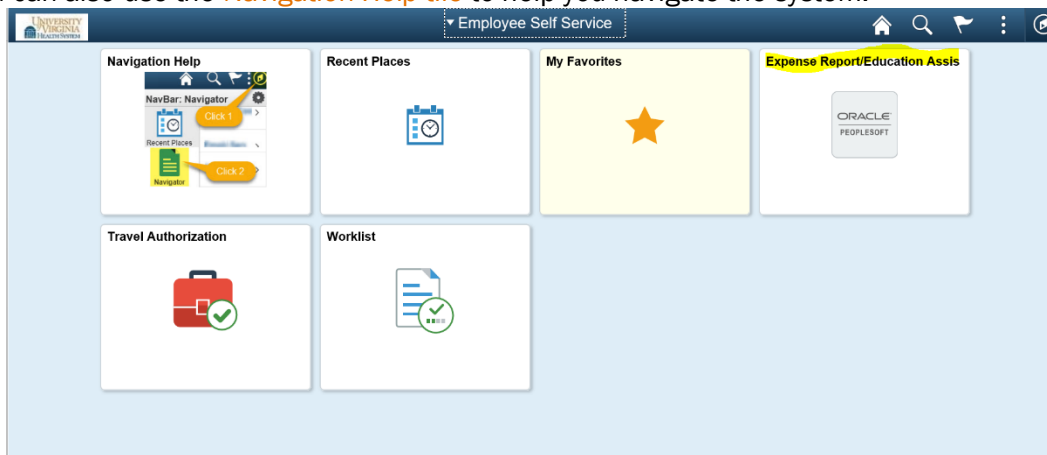
Follow the steps listed below to request advance tuition and/or reimbursement for an eligible course.

### Part I: Navigate to the Expense Report

1. Click on the PeopleSoft Finance Expense Reimbursement link [here](https://uvfnwb.hscs.virginia.edu:7014/psp/ps/) or copy and paste the following URL into the Internet Explorer URL bar: <https://uvfnwb.hscs.virginia.edu:7014/psp/ps/>
2. Enter your UVA HS credentials and password into the applicable fields and click on the **Sign In** button



3. On the PeopleSoft Finance Expense Reimbursement homepage, click on the **Expense/Travel Expense Assis Tile**
  - a. You can also use the **Navigation Help tile** to help you navigate the system.



## Part II: Create Expense Report

### \*REQUIRED FIELDS

- Click on the \*Business Purpose drop-down menu and select Educational Assistance

The screenshot shows the 'Create Expense Report' form. The 'Business Purpose' dropdown menu is open, displaying a list of options: Business Meals, Conference, Educational Assistance (highlighted), Employee Reimbursement, Food - Non Travel, HR Recruiting, Mileage, Nursing Education, REIMBURSEMENT, Site Visits, and Training. The 'Report Description' field is also visible and highlighted.

- Enter the name of the course for the \*Report Description

The screenshot shows the 'Create Expense Report' form. The 'Business Purpose' dropdown menu is set to 'Educational Assistance'. The 'Report Description' field is highlighted with an orange box, indicating where to enter the course name. The 'Default Location' and 'Attachments' links are also visible.

- Click on the \*Attachments link

The screenshot shows the 'Create Expense Report' form. The 'Report Description' field now contains 'Educational Assistance Course'. The 'Attachments' link, represented by a plus icon and the text 'Attachments', is highlighted with an orange box.

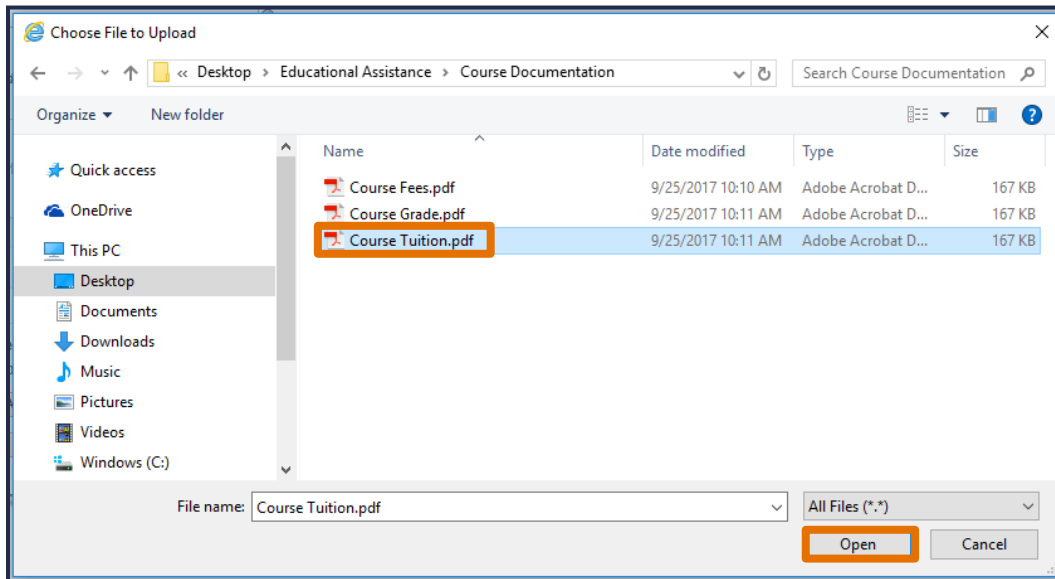
- Click on the \*Add Attachment button

The screenshot shows the 'Expense Report Attachments' dialog box. It includes a table with columns for File Name, Description, User, Name, and Date/Time Stamp. The 'Add Attachment' button is highlighted with an orange box. Below the table, there is a note about adding large attachments and 'OK' and 'Cancel' buttons.

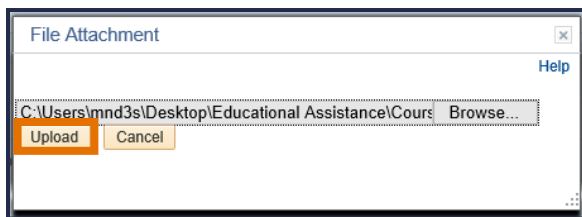
- Click on the Browse... button

The screenshot shows the 'File Attachment' dialog box. It features a text input field for the file path and a 'Browse...' button highlighted with an orange box. There are also 'Upload' and 'Cancel' buttons at the bottom.

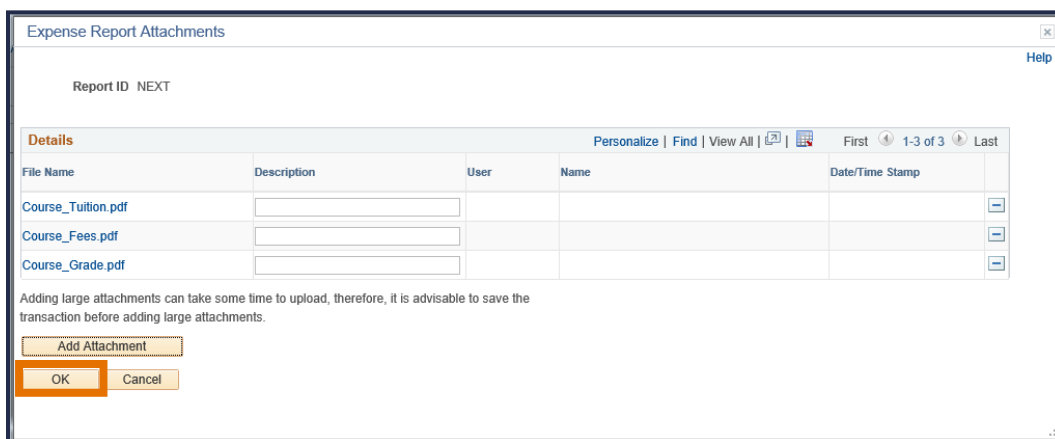
9. Locate and select your attachments (e.g., *course description, tuition, fees, and/or copy of your transcript indicating your grades*) and click on the **Open** button



10. Click on the **Upload** button



11. Repeat steps 13 through 16 until all attachments have been uploaded, then click on the **OK** button



## Part III: Expenses

### \*REQUIRED FIELDS

12. Click on the **\*Date** icon and select the **Current Date** option located at the bottom of the calendar (*The Date format must be MM/DD/YYYY*)

The screenshot shows the 'Expenses' form with the '\*Date' field highlighted. A calendar pop-up is displayed, showing the month of September 2017. The date 09/26/2017 is selected. At the bottom of the calendar, the 'Current Date' button is highlighted with an orange box.

13. Click on the **\*Expense Type** drop-down menu and select **EDU ASST- Academic course** (*This will trigger the Educational Assistance Form to appear*)

The screenshot shows the 'Expenses' form with the '\*Expense Type' dropdown menu open. The date is set to 09/26/2017. The dropdown menu lists various expense types, and 'EDU ASST- Academic course' is highlighted with an orange box.

14. Enter the total amount of educational assistance requested under **\*Amount** (*If the total amount is under the annual allowed amount, the Amount must equal the sum of the Tuition and Fees (Eligible) fields under the Educational Assistance Form. If the total amount is over the allotted amount, enter in the allotted dollar figure as the amount being requested. This number should not exceed the eligible educational assistance amount for the calendar year, including any previous requests*)

The screenshot shows the 'Expenses' form with the '\*Amount' field highlighted. The date is 09/26/2017, the expense type is 'EDU ASST- Academic course', and the payment type is 'Paid by Employee'. The amount entered is 2000.00. The currency is USD. The exchange rate is 1.00000000. The reimbursement amount is 0.00. The billing type is 'Internal'.

The following fields are required but you should not change from the default selection:

- Do not change the **\*Payment Type** (*The Payment Type is Paid by Employee*)
- Do not change the **\*Billing Type** (*The Billing Type is Internal*)
- Do not change the **\*Exchange Rate** (*The Exchange Rate is 1.00000000*)

If you are requesting advance tuition or reimbursement for more than one course, click on the **plus sign (+)** next to the magnifying glass. An additional line for the next course will appear below the Educational Assistance Form (at the bottom of the page)

The screenshot shows the 'Expenses' form with a table for entering expenses. The table has columns for \*Date, \*Expense Type, Description, \*Payment Type, \*Amount, and \*Currency. A plus sign icon is highlighted in the top right corner of the table, indicating where to click to add a new line item.

Repeat steps 18 through 20 to enter information for the additional course

## Part IV: Educational Assistance Form

### \*REQUIRED FIELDS

The screenshot shows the 'Educational Assistance Form' with various fields for course information. The fields include \*Course Title, \*Course #, \*Start Date, \*End Date, \*School Name, Address, City, State, Postal Code, \*Credit Hours, \*Tuition, and Fees (Eligible). There is also a section for degree program eligibility with checkboxes and dropdown menus.

15. Enter the full name of the course under **\*Course Title**

16. Enter the number of the course under **\*Course #**

17. Click on the **\*Start Date** icon and select the date the course started

18. Click on the **\*End Date** icon and select the date the course ended

19. Enter the name of the school under **\*School Name**

20. Enter the street or P.O. address of the school under **Address**
21. Enter the city the school is located in under **City**
22. Enter the state the school is located in under **State**
23. Enter the postal code of the school under **Postal Code**
24. Enter the total credit hours for the course under **\*Credit Hours** *(If the course is not credit bearing, enter 0)*
25. Enter the total tuition amount under **\*Tuition** *(As a reminder, the sum of the Tuition and Fees must equal the number in the Amount field under Expenses)*
26. Enter the total amount of eligible fees in **Fees (Eligible)** *(As a reminder, the sum of the Tuition and Fees must equal the number in the Amount field under Expenses)*
27. If applicable, select the **Course is part of a degree program** box *(The screen below will appear when you select the box)*

Course is part of a degree program: <input checked="" type="checkbox"/>	
*Degree Program <input type="text"/>	*Degree Field <input type="text"/>
	(Nursing, Pharmacy, Business...)
*Anticipated Graduation Date <input type="text"/>	

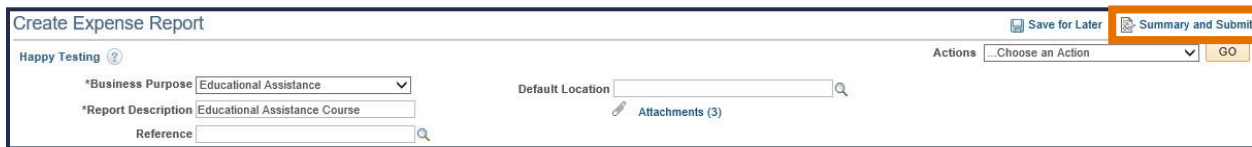
28. If the Course is part of a degree program box is selected, click on the **\*Degree Program** drop-down menu and select either **Graduate** or **Undergraduate**
29. Enter the name of the degree program in the **\*Degree Field** *(e.g., Nursing, Pharmacy, Business)*
30. Click on the **\*Anticipated Graduate Date** icon and select the date you anticipate graduating
31. Click on the **"Are you eligible for advance tuition payment (annual base salary of \$50,000 or less and two or more years of continuous employment, or enrolling in a for-credit course at UVA)?"** drop-down menu and select either **YES** or **NO**
32. Click on the **"Are you currently employed in a 'hard to fill' position in the Medical Center, or will this degree program prepare you for employment in one of these job classifications?"** drop-down menu and select either **YES** or **NO** *(Click on the ["hard to fill"](#) link to view a list of hard to fill job classifications in the Medical Center)*
33. Select the **"I acknowledge that I have read the Educational Assistance policy #301 and this request is in compliance with the provisions of that policy. I authorize the Medical Center to deduct through payroll withholding any amounts owing and due to the Medical Center under the terms of the Educational Assistance Policy #301."** Box

Please note, if you are requesting advance tuition or reimbursement for more than one course, you must repeat steps 21 through 39 for each course request

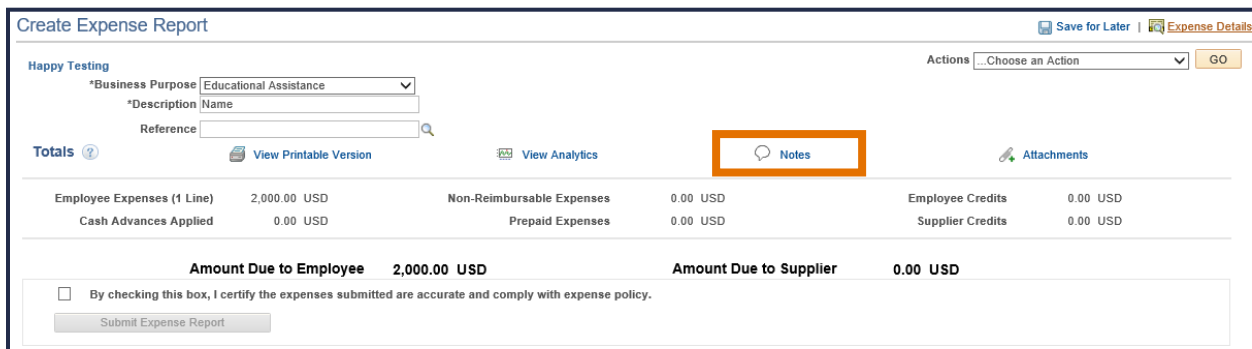


## Part V: Summary and Submit

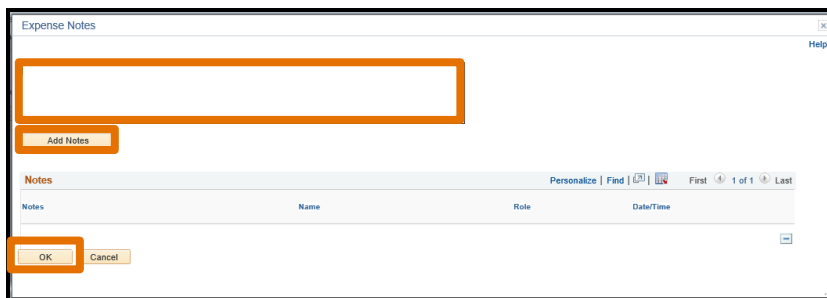
34. Click on the **Summary and Submit** link in the upper right side of the Create Expense Report screen (Please note, if there are any required fields missing information or errors, you will receive an error message requiring you to complete or modify the fields highlighted in red before moving forward)



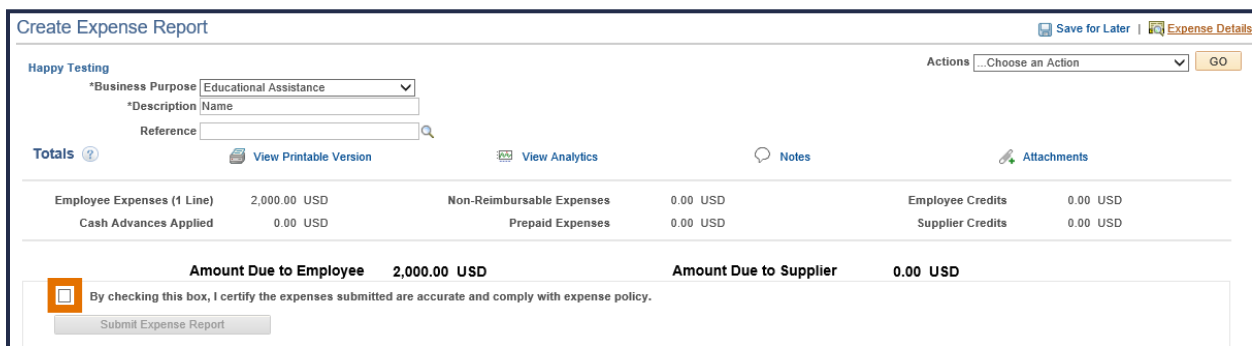
35. If you would like to enter a note for your manager, click on the **Notes** link at this time



- a. Enter any notes into the notes box and click on the **Add Notes** button. Once you are done, click on the **OK** button.



36. Select the “**By checking this box, I certify the expenses are accurate and comply with expense policy.**” box (The **Submit Expense Report** button will not appear until you have selected this box)



37. Click on the **Submit Expense Report** button if you are ready to submit your request (If you need to go back to the Expense Report, click on the Expense Details link next to the Save for Later link)

38. Click on the **OK** button to submit confirmation of your request

- a. If you receive an error message “Attachment Required,” click on the **OK** button and click on the **Attachments** link (Refer to steps 13 through 16 above for additional guidance), then repeat steps 45 and 46

## Congratulations!

You have completed all of the necessary steps to submit an Educational Assistance Expense Report for an Academic Course. Next, your direct supervisor/manager will review your request. Based on their review, they will either Approve, Send Back, Hold, or Deny your request. If your direct supervisor/manager decides to Send Back or Deny your request, they are required to provide an explanation. If your direct supervisor decides to Send Back the request, the Expense Report will be sent back to you via email and will be Pending until you make the required modifications.

# Professional Certification

## Eligible Professional Certification

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A professional certification that is of value/benefit to the Medical Center, as determined by the department manager.

## Instructions

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Follow the steps listed below within 30 days after successful completion of an eligible professional certification.

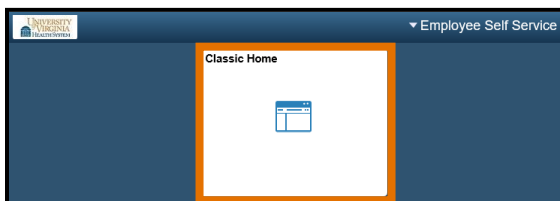
### Part I: Navigate to the Expense Report

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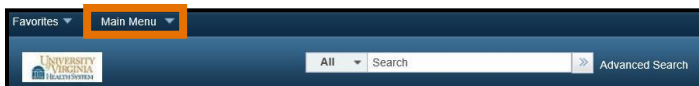
1. Click on the PeopleSoft Finance Expense Reimbursement link [here](https://uvfnwb.hscs.virginia.edu:7014/ps/ps/) or copy and paste the following URL into the Internet Explorer URL bar: <https://uvfnwb.hscs.virginia.edu:7014/ps/ps/>
2. Enter your UVA HS credentials and password into the applicable fields and click on the **Sign In** button



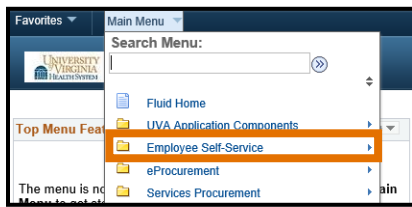
3. On the PeopleSoft Finance Expense Reimbursement homepage, click on the **Classic Home** button



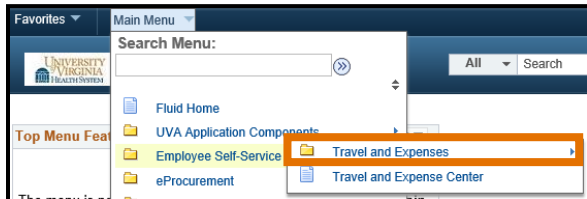
4. Click on the **Main Menu** drop-down in the menu bar in the upper left corner of the screen



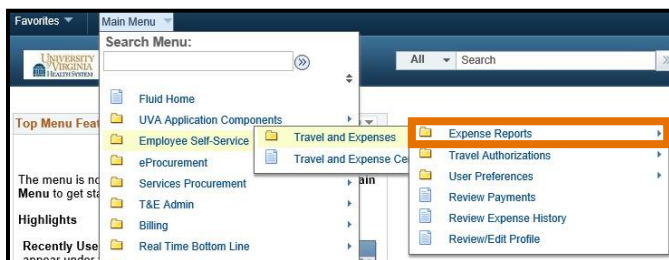
5. Click on the **Employee Self-Service** folder



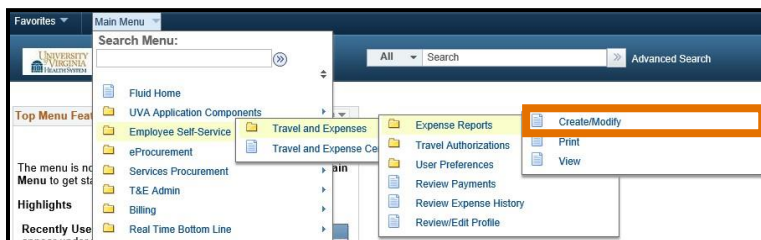
6. Click on the **Travel and Expenses** folder



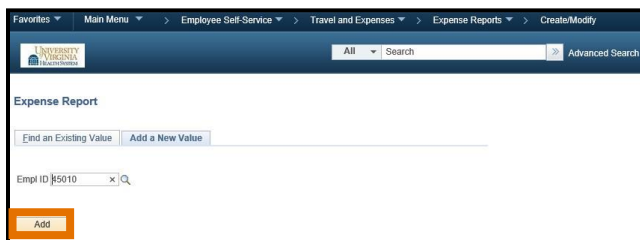
7. Click on the **Expense Reports** folder



8. Click on the **Create/Modify** link



9. Click on the **Add** button under your Empl ID (Your Empl ID will auto-populate since you are logged into your personal account)



## Part II: Create Expense Report

### \*REQUIRED FIELDS

10. Click on the \*Business Purpose drop-down menu and select Educational Assistance

The screenshot shows the 'Create Expense Report' form. The 'Business Purpose' dropdown menu is open, displaying a list of options: Business Meals, Conference, Educational Assistance (highlighted), Employee Reimbursement, Food - Non Travel, HR Recruiting, Mileage, Nursing Education, REIMBURSEMENT, Site Visits, and Training. The 'Report Description' field is also visible and empty.

11. Enter the name of the professional certification for the \*Report Description

The screenshot shows the 'Create Expense Report' form. The 'Business Purpose' dropdown menu is set to 'Educational Assistance'. The 'Report Description' field is highlighted with an orange box, indicating where to enter the professional certification name. The 'Reference' field is also visible.

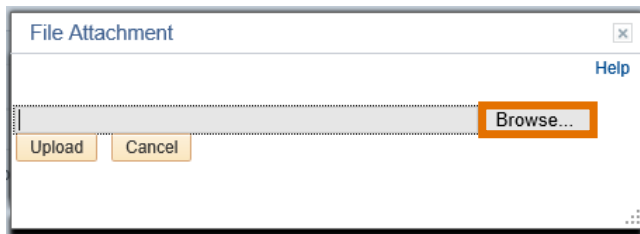
12. Click on the \*Attachments link

The screenshot shows the 'Create Expense Report' form. The 'Report Description' field now contains 'Professional Certification'. The 'Attachments' link, represented by a paperclip icon, is highlighted with an orange box.

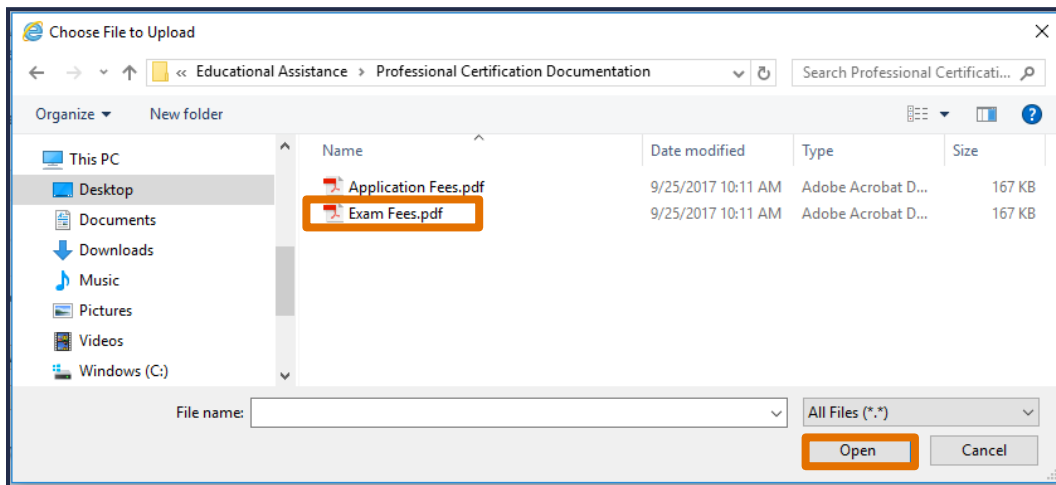
13. Click on the \*Add Attachment button

The screenshot shows the 'Expense Report Attachments' dialog box. It displays a table with columns for File Name, Description, User, Name, and Date/Time Stamp. Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' The 'Add Attachment' button is highlighted with an orange box.

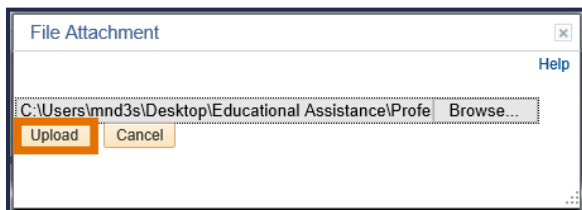
14. Click on the **Browse...** button



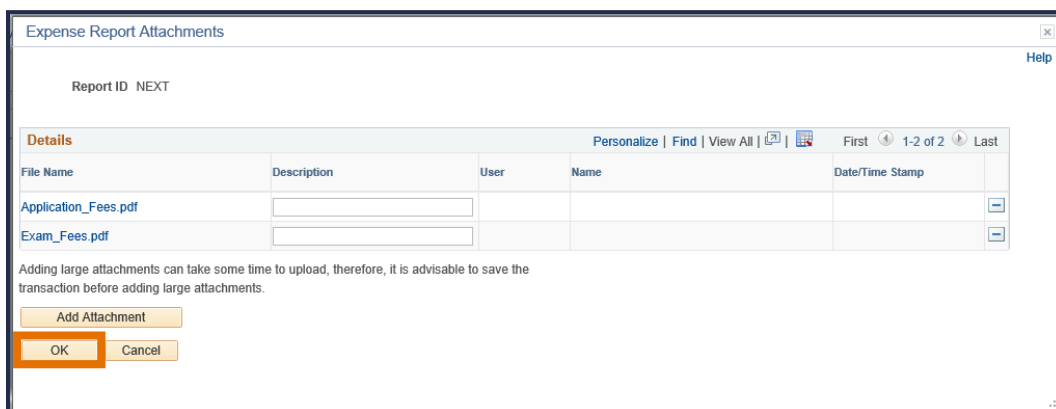
15. Locate and select your attachments (e.g., application and/or exam fees) and click on the **Open** button



16. Click on the **Upload** button



17. Repeat steps 13 through 16 until all attachments have been uploaded, then click on the **OK** button



## Part III: Expenses

### \*REQUIRED FIELDS

18. Click on the **\*Date** icon and select the **Current Date** option located at the bottom of the calendar (*The Date format must be MM/DD/YYYY*)

The screenshot shows the 'Expenses' form with the '\*Date' field highlighted. A calendar pop-up is displayed, showing the month of September 2017. The 'Current Date' button at the bottom of the calendar is highlighted with an orange box.

19. Click on the **\*Expense Type** drop-down menu and select **EDU ASST-Prof Certification** (*This will trigger the Educational Assistance Form to appear*)

The screenshot shows the 'Expenses' form with the '\*Expense Type' dropdown menu open. The list of options includes 'Airfare - Conf & Training', 'Airfare - Non conference', 'Baggage Fee', 'Books', 'Business Meals', 'Car Rental-Conference& Trainin', 'Conference Registration', 'Dues', 'EDU ASST- Academic course', 'EDU ASST-Prof Certification', 'Entertainment', and 'Food Non Travel'. The 'EDU ASST-Prof Certification' option is highlighted with an orange box.

20. Enter the total amount of educational assistance requested under **\*Amount** (*The Amount must equal the sum of the Tuition and Fees (Eligible) fields under the Educational Assistance Form. This number should not exceed your eligible educational assistance amount for the calendar year, including any previous requests*)

The screenshot shows the 'Expenses' form with the '\*Amount' field highlighted. The form displays the following information:

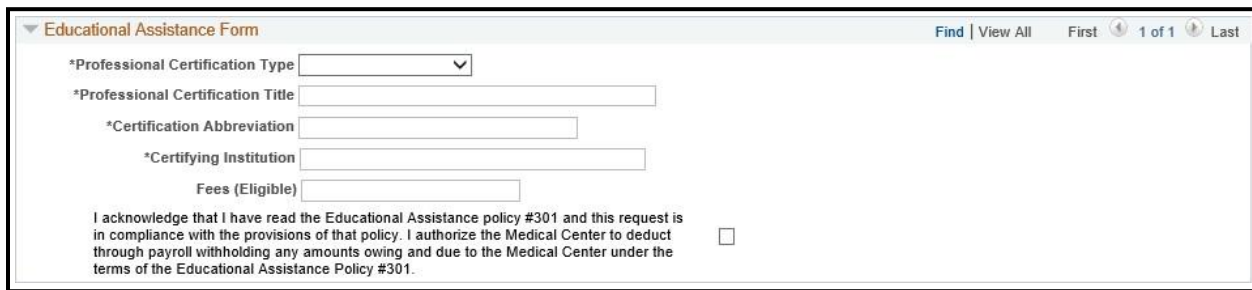
- \*Date: 09/26/2017
- \*Expense Type: EDU ASST-Prof Certification
- \*Payment Type: Paid by Employee
- \*Amount: 0.00
- \*Currency: USD
- \*Billing Type: Internal
- \*Exchange Rate: 1.00000000
- Reimbursement Amt: 0.00
- USD

The following fields are required but you should not change from the default selection:

- Do not change the **\*Payment Type** (*The Payment Type is Paid by Employee*)
- Do not change the **\*Billing Type** (*The Billing Type is Internal*)
- Do not change the **\*Exchange Rate** (*The Exchange Rate is 1.00000000*)

## Part IV: Educational Assistance Form

### \*REQUIRED FIELDS



The screenshot shows the 'Educational Assistance Form' interface. It includes a title bar with 'Find | View All' and pagination 'First 1 of 1 Last'. The form contains several required fields marked with an asterisk: '\*Professional Certification Type' (a dropdown menu), '\*Professional Certification Title' (a text input), '\*Certification Abbreviation' (a text input), '\*Certifying Institution' (a text input), and 'Fees (Eligible)' (a text input). Below these fields is a checkbox with the text: 'I acknowledge that I have read the Educational Assistance policy #301 and this request is in compliance with the provisions of that policy. I authorize the Medical Center to deduct through payroll withholding any amounts owing and due to the Medical Center under the terms of the Educational Assistance Policy #301.'

21. Click on the **\*Professional Certification Type** drop-down menu
22. Select either **Pro Certification Renewal** or **Pro Certification Initial**
23. Enter the full name of the certification in **\*Professional Certification Title**
24. Enter the abbreviated name of the certification in **\*Certification Abbreviation**
25. Enter the name of the certifying institution (e.g., *American Nurses Credentialing Center, Pediatric Nursing Certification Board, Medical-Surgical Nursing Certification Board*) in the **\*Certifying Institution**
26. Enter the amount of eligible fees in **Fees (Eligible)** (Important note - the Fees must equal the same number your entered in the Amount field under Expenses which may not exceed \$375 per calendar year)
27. Select the "I acknowledge that I have read the Educational Assistance policy #301 and this request is in compliance with the provisions of that policy. I authorize the Medical Center to deduct through payroll withholding any amounts owing and due to the Medical Center under the terms of the Educational Assistance Policy #301." box

## Part V: Summary and Submit

28. Click on the **Summary and Submit** link in the upper right side of the Create Expense Report screen (Please note, if there are any required fields missing information or errors, you will receive an error message requiring you to complete or modify the fields highlighted in red before moving forward)



The screenshot shows the 'Create Expense Report' screen. It has a title bar with 'Save for Later' and 'Summary and Submit' links. Below the title bar is a 'Happy Testing ?' message. The main area contains several fields: '\*Business Purpose' (a dropdown menu with 'Educational Assistance' selected), '\*Report Description' (a text input with 'Professional Certification' entered), 'Default Location' (a text input with a search icon), 'Reference' (a text input with a search icon), and 'Attachments (2)' (a link with a plus icon). At the bottom right, there is an 'Actions' dropdown menu with 'Choose an Action' selected and a 'GO' button.



29. If you would like to enter a note for your manager, click on the **Notes** link

The screenshot shows the 'Create Expense Report' form. At the top, there's a header with 'Happy Testing' and a 'Save for Later' link. Below the header, there are fields for 'Business Purpose' (Educational Assistance), 'Description' (Prof Cert Name), and 'Reference'. A 'Totals' section shows 'Employee Expenses (1 Line)' as 375.00 USD and 'Cash Advances Applied' as 0.00 USD. A 'Notes' link is highlighted with an orange box. Below the 'Notes' link, there's a table with columns for 'Employee Expenses (1 Line)', 'Non-Reimbursable Expenses', 'Prepaid Expenses', 'Employee Credits', and 'Supplier Credits'. The 'Amount Due to Employee' is 375.00 USD and the 'Amount Due to Supplier' is 0.00 USD. At the bottom, there's a checkbox for 'By checking this box, I certify the expenses submitted are accurate and comply with expense policy.' and a 'Submit Expense Report' button.

- a. Enter in any notes into the notes box and click on the **Add Notes** button. Once you are done, click on the **OK** button.

The screenshot shows the 'Expense Notes' dialog box. It has a large text area for entering notes. Below the text area, there's an 'Add Notes' button highlighted with an orange box. At the bottom, there are 'OK' and 'Cancel' buttons.

30. Select the **“By checking this box, I certify the expenses are accurate and comply with expense policy.”** box (The **Submit Expense Report** button will not appear until you have marked this box)

The screenshot shows the 'Create Expense Report' form. The checkbox for 'By checking this box, I certify the expenses submitted are accurate and comply with expense policy.' is highlighted with an orange box. The 'Submit Expense Report' button is visible below the checkbox.

31. Click on the **Submit Expense Report** button if you are ready to submit your request (If you need to go back to the Expense Report, click on the **Expense Details** link next to the **Save for Later** link)

The screenshot shows the 'Create Expense Report' form. The 'Submit Expense Report' button is highlighted with an orange box. The checkbox for 'By checking this box, I certify the expenses submitted are accurate and comply with expense policy.' is checked.

32. Click on the **OK** button to submit confirmation of your request

Expense Report Submit Confirm

Help

Create Expense Report

Submit Confirmation

Happy Testing

Totals ?

Employee Expenses (1 Line)	375.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		375.00 USD	Amount Due to Supplier		0.00 USD

OK

Cancel

- a. If you receive an error message “Attachment Required,” click on the **OK** button and click on the **Attachments** link (Refer to steps 13 through 17 above for additional guidance), then repeat steps 30 and 31

Totals ?

View Printable Version

View Analytics

Notes

Attachments

Employee Expenses (1 Line)	375.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		375.00 USD	Amount Due to Supplier		0.00 USD

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

## Congratulations!

You have completed all of the necessary steps to submit an Educational Assistance Expense Report for a Professional Certification. Next, your direct supervisor/manager will review your request. Based on their review, they will either Approve, Send Back, Hold, or Deny your request. If your direct supervisor/manager decides to Send Back or Deny your request, they are required to provide an explanation. If your direct supervisor decides to Send Back the request, the Expense Report will be sent back to you via email and will be Pending until you make the required modifications

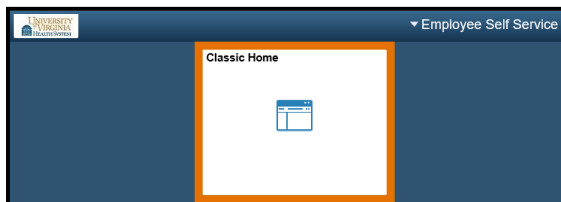
## View Expense Reports

To view the status or history of your Expense Reports, follow the steps listed below.

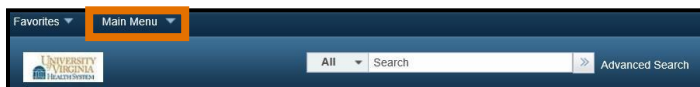
1. Click on the PeopleSoft Finance Expense Reimbursement link [here](https://uvfnwb.hscs.virginia.edu:7014/psf/ps/) or copy and paste the following URL into the Internet Explorer URL bar: <https://uvfnwb.hscs.virginia.edu:7014/psf/ps/>
2. Enter your UVA HS credentials and password into the applicable fields and click on the **Sign In** button



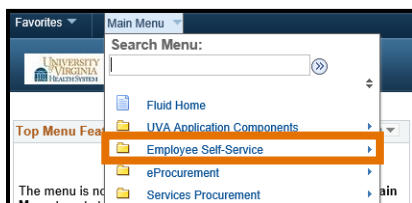
3. On the PeopleSoft Finance Expense Reimbursement homepage, click on the **Classic Home** button



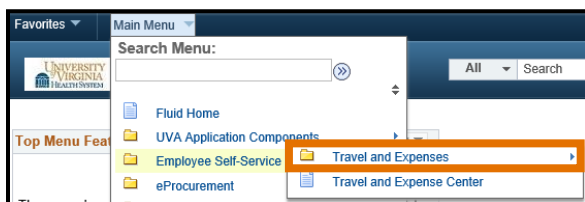
4. Click on the **Main Menu** drop-down in the menu bar in the upper left corner of the screen



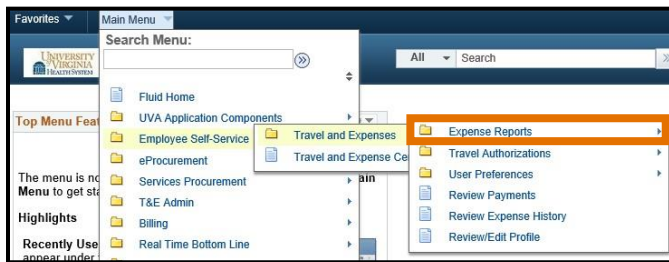
5. Click on the **Employee Self-Service** folder



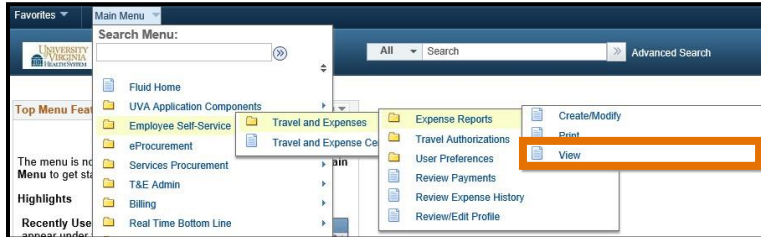
6. Click on the **Travel and Expenses** folder



7. Click on the **Expense Reports** folder



8. Click on the **View** link



9. Click on the **Search** button to view a comprehensive list of your Expense Reports

**Expense Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

☐ Case Sensitive

**Search** **Clear** **Basic Search** **Save Search Criteria**

10. A list of Expense Reports will appear under **Search Results**

**Search Results**

View All First 1-10 of 10 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000011465	Academic Course Name Goes Here	Testing,Happy	45010	Submitted	10/03/2017
0000011461	NURSING	Testing,Happy	45010	In Process	09/28/2017
0000011460	Course Name Goes Here	Testing,Happy	45010	Submitted	09/27/2017
0000011459	Course Name Goes Here	Testing,Happy	45010	Submitted	09/27/2017
0000011456	Professional Certification	Testing,Happy	45010	Pending	09/26/2017
0000011455	Educational Assistance Course	Testing,Happy	45010	Pending	09/26/2017
0000011454	Course Name	Testing,Happy	45010	In Process	09/25/2017
0000011453	COBOL PROGRAMMING	Testing,Happy	45010	In Process	09/21/2017
0000011452	COBOL PROGRAMMING	Testing,Happy	45010	Submitted	09/21/2017
0000011451	APTD	Testing,Happy	45010	Submitted	09/21/2017