

Revised 7/21

Education Benefits can be requested through Workday for all Academic benefited employees, who have been in a benefited position for at least 12 consecutive months. Requesting Education Benefits is a 2-step process. Both steps must be completed.

Medical Center team members: apply for Education Assistance by reading the “How to Apply” section of [Education Benefits web page](#). Email AskHR@virginia.edu for additional questions.

Tasks

- Step 1 [Request Education Benefits](#)
- [What am I Required to Submit?](#)
- Step 2 [Upload Proof of Grades and Payment](#)
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Request Education Benefits

Requests for payment can be submitted prior to the course, conference, or training for pre-payment purposes.

1. Click on **Request** on the Workday dashboard.

2. Select **Create Request**.

3. Type **Educational Benefits** in the **Request Type**.

4. Review the eligibility paragraph at the top of the request.

5. **Please select a funding type:**

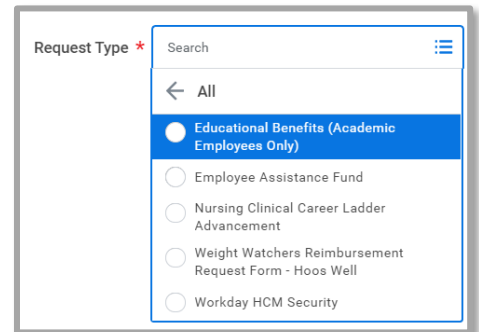
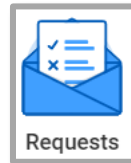
- Central Tuition Funding – in pursuit of a degree
- Central Professional Development Funding – conferences or non-college degree courses
- Departmental Funding - conferences or non-college degree courses

6. **Is this course a requirement of completion of a college degree program?** – select appropriate option.

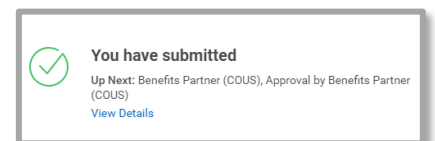
7. **For Non-Degree Only - Select what best describes the course you are taking.** – select appropriate option.

8. **Name of Educational Institution and Course Name:**

- **Degree** - Name of the course, not the degree program. Name of the college/university.



- **Non-degree** – Name of the school/organization providing the education and the name of the course or conference title.
9. **Name of the Degree, CEU, Certification, License, or Trade Upon Completion** – Enter appropriately.
- **Start Date for the course, license, or certification** – Enter the individual course, not the start date of the degree program.
 - **End Date for the course, license, or certification** – Enter the end date of the individual course, not the end date of the degree program. Grade(s) and proof of payment must be submitted within 30 days of this end date.
 - **If completing a degree, expected date to attain your degree** – Enter approximate date grades will be posted.
 - **How are you participating in this course?** – Select all that apply.
 - **Tuition or total cost I will owe the educational provider:** This will be for all costs including tuition, registration fees, books, supplies, food, transportation, or lodging.
 - **Funding Amount Requested:** Enter only the amount for which you are eligible, excluding items such as books, supplies, food, etc. If agreed upon, enter a separate request using departmental funding for travel, supplies, transportation, etc.
 - **Attestation** – Read the attestation and choose an option.
 - Add **Attachments:**
 - Tuition for pre-payment, conference registration, proof of payment or grades if course has ended, etc.
 - Click **Upload** to include additional documents.
 - Click **Submit**.
 - You will receive a ‘You have submitted’ confirmation with a View Details link. Click the **View Details** link to view the process.
 - Click **Done**.



Departmental funds requests route to the manager for approval, then to the HR Benefits team for review. Central fund requests route directly to HR Benefits.

Once approved, funds are allocated within two pay periods. Go to [Check My Approval Progress](#).

What am I Required to Submit?

The documentation required to substantiate your request is based on the type of education benefit for which you have received funding.


Failure to complete this step will result in the full amount of the benefit repayment deduction from your next available paycheck.

	Tuition	Professional Development
Do you earn credit in the course as part of the degree program?	1,2	Not eligible
Do you earn a credit-based certificate?	1,3	
Is the course exam prep?		
Is the conference related to your current job?	Not eligible	1,4,6
Does the non-credit course/workshop earn CEU's for a current certification?		1,5,6
Does the non-credit course/workshop relate to your current job?		1,5,6
Is this for an initial exam for a job-related professional certification?	Not eligible	1,3,6

1. Itemized invoice of proof of payment
2. Proof of passing grade (within 30 days of course completion)
3. Proof of certificate (withing 30 days of earning certificate)
4. Proof of attendance (within 30 days of course completion)
5. Proof of course completion (within 30 days of course completion)
6. Written statement explaining relation to job


Upload Grades & Proof of Payment

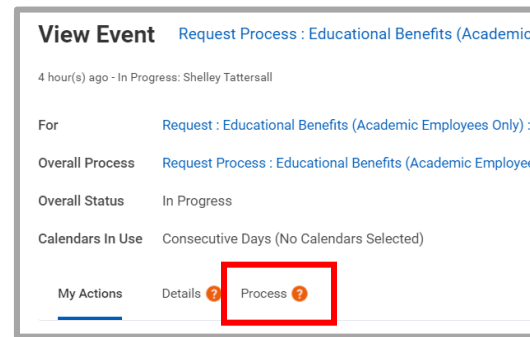
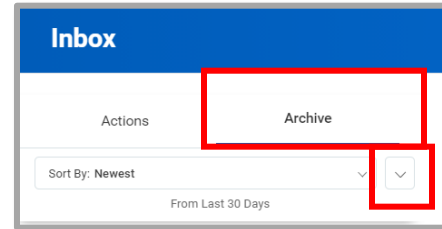
Documentation is required within 30 days of course completion. Only one file can be loaded to Workday for this step. Take screen shots of all documents and place them in a single file (Word, PowerPoint, pdf, etc.).

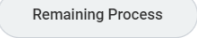
1. Go to your Workday Inbox and locate the task: **Request Process: Education Benefits (Academic Employees Only)**
2. Check the **I Agree** checkbox after reading the attestation.
3. Click the **Select files** and navigate to the single file that includes both proof of payment and final grade(s). Only one file can be attached. If needed, take screen shots of documentation, and paste them in a single Word/PowerPoint file.
4. Click  .

Check My Approval or Payment Progress

Workday tracks all processes and allows you to view where your quest is and when each step in the approval was completed.

1. Click on the **Workday inbox** in the upper, right corner of the screen. 
2. Click on the **Archive** tab above the task listing. Look for a task beginning with **Request Process: Education Benefits**
3. Tasks are listed in chronological order of completion. If your submission is over 30 days old, click on the down arrow below the Archive tab.
4. Enter a span of dates that would capture when you submitted you most recent request.
5. When the task is found, click on it so it appears on the screen.
6. Click on the **Process** tab.
7. The table displays each step that occurs for an Education Benefits request, your part in the business process, other's parts in the process and when the steps were completed.



8. Click  below the table to view any additional processess that have not been completed.