

Request Employee Assistance Fund

The UVA Employee Assistance Fund is a source of grants for UVA employees to help meet significant, unexpected, nonrecurring needs that cannot be funded by other resources.

Before You Begin

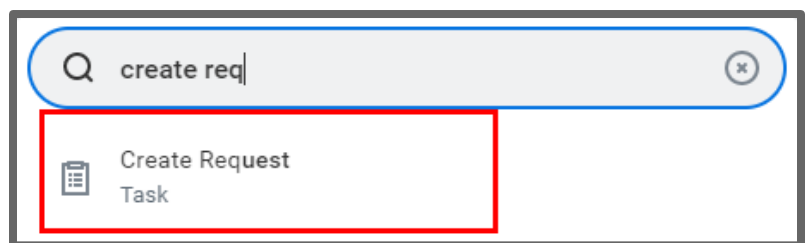
Understand the following requirements/components needed to submit the request:


- To receive a grant, you will be required to have a viable financial plan to avoid the need for future financial assistance for the same reason. The Community Resource Specialist will help you develop a plan if you do not have one already.
- To obtain a grant, you must complete this request which **MUST** contain some proof or documentation that you need the money for the reason you give. Documentation could be the bill you need to pay, a note from your landlord, etc. The Community Resource Specialist can help you get this documentation if you would like assistance.
- Taxes will be withheld from the grant, so you will not receive the full amount requested.
- Finally, before we can pay you a grant, we need to verify that you have not been subject to any disciplinary actions that resulted from violating UVA Standards of Conduct policy within the past twelve (12) months or is that there is a case against you pending.
- After completing this request, you will be contacted by the UVA Community Resource Specialist who will help you verify there are no other resources to assist you.

Request Employee Assistance Fund

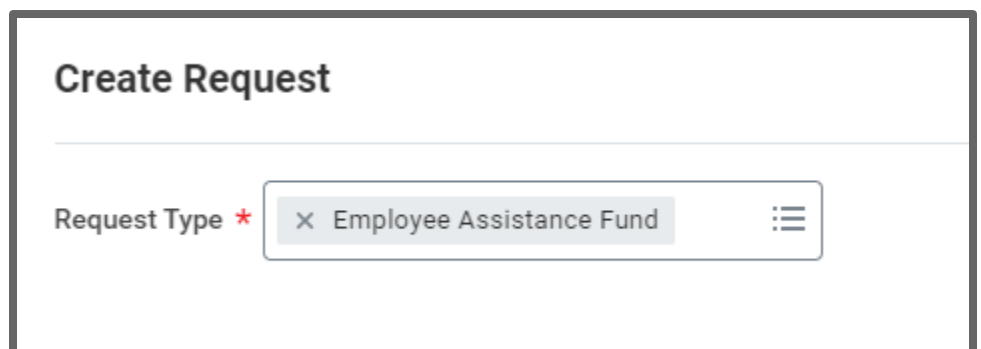
You can navigate to the request form a few different ways in Workday. This approach will be using the Workday Search feature, as the search bar is a constant feature that is always available to you, no matter where you are in Workday.

1. Type 'Create Request' in the Workday Search feature and select the Task that appears below.

A screenshot of the Workday search bar. The search bar is a light gray rounded rectangle with a magnifying glass icon on the left and a close button (an 'x' in a circle) on the right. Inside the bar, the text 'create req' is entered. Below the search bar, a dropdown menu is visible, showing a document icon and the text 'Create Request Task'. This dropdown is highlighted with a red rectangular box.

2. Using the prompt , select the Request Type of 'Employee Assistance Fund.'

- You can either type the name of the Request Type in the box or navigate to the 'All' category within.

A screenshot of the 'Create Request' form in Workday. The form has a title 'Create Request' at the top. Below the title, there is a section labeled 'Request Type' with a red asterisk. To the right of the label is a dropdown menu. The dropdown menu is open, showing 'Employee Assistance Fund' as the selected option. To the right of the dropdown is a dropdown arrow icon. The entire form is enclosed in a gray border.

3. Click OK.

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4. Complete the Employee Assistance Fund Form as it applies to your reimbursement request.

- All fields are required.

Employee Assistance Fund

The UVA Employee Assistance Fund is a source of funds for UVA employees to help meet significant, unexpected, nonrecurring needs that cannot be funded by other resources. If you are awarded a payment from the UVA Employee Assistance Fund, it will be in paid in the paycheck following approval of the payment, less applicable taxes. After completing this request, you may be contacted by the UVA Community Resource Specialist who will help you verify there are no other resources to assist you.

Only applications with complete documentation will be considered. Documentation includes the application, reason for assistance and supporting documentation such as the bill with which you need assistance, a letter from your landlord, etc.

To receive a payment, you will be required to have a viable financial plan to avoid the need for future financial assistance for the same reason. The Community Resource Specialist will help you develop a plan if you do not have one already. Your identity will be kept as confidential as possible throughout this process. If you have questions about confidentiality, please contact the Community Resource Specialist, Stuart Munson at scm5rw@virginia.edu or (434) 243-3672.

Finally, before you can receive a payment, we will verify that you are not subject to any disciplinary actions that resulted from violating UVA Standards of Conduct within the past twelve (12) months or is that there is a case against you pending.

Instructions:


- Please fill out the form below.
- Please attach any documents that will confirm your hardship. Proof of your hardship and the amount you need is required. (Documentation can be a bill)

I am currently employed by the UVA Academic division as staff or faculty member. (Required)

☐ Yes

☐ No

5. Attach your document(s) that will confirm your hardship in the Attachments section. Proof of hardship and the amount you need is required.

 enter your comment

Attachments

Drop files here

or

Select files

Submit

Save for Later

Cancel

6. Click **SUBMIT**.

Once submitted, the form will be sent to the UVA Community Resource Specialist for review.

You will receive a Workday notification when your reimbursement has been approved, or if the task is sent back to you for revision.