



HR DIRECTIONS FOR APPROVING EDUCATIONAL REIMBURSEMENT REQUESTS

This quick reference guide will walk you through the steps to approve educational reimbursement requests in Workday.

for Human Resources



Approving Educational Reimbursement Requests

Steps to Process a Degree Program Request, Non-Degree Course Request, or C&L Program Request

Before an employee begins a Degree Program, a Non-Degree course, or a Certification & Licensing (C&L) Program, he/she must obtain approval from their manager and Human Resources Business Partner (HRBP) by submitting an online request through Workday.

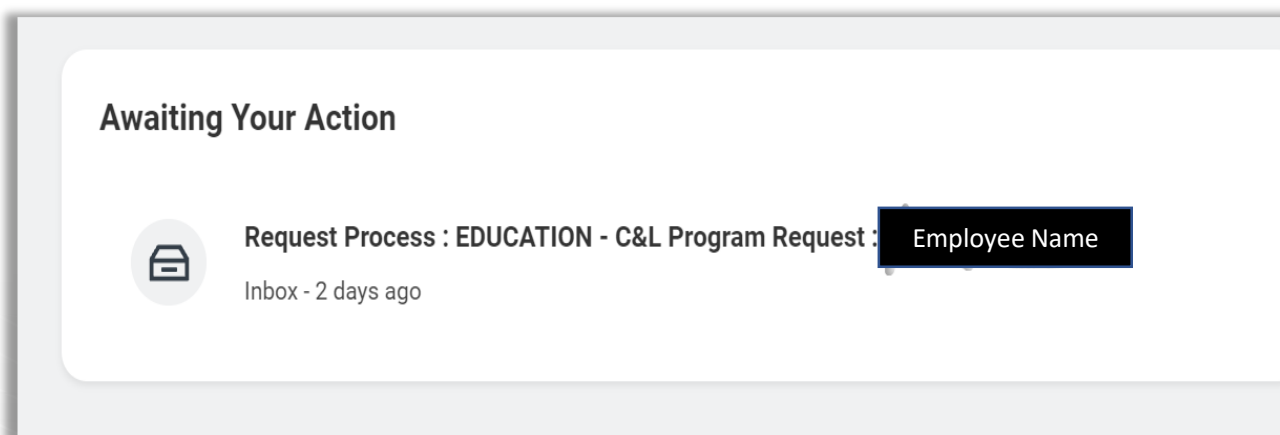
Depending on what the employee is pursuing, one of the following requests will be submitted and routed to you for approval.

1. Degree Program Request
2. Non-Degree Course Request
3. C&L Program Request

As the HR Approver, you are responsible for reviewing the request and approving it if you are supportive of the program or course being requested.

Follow these steps to process request

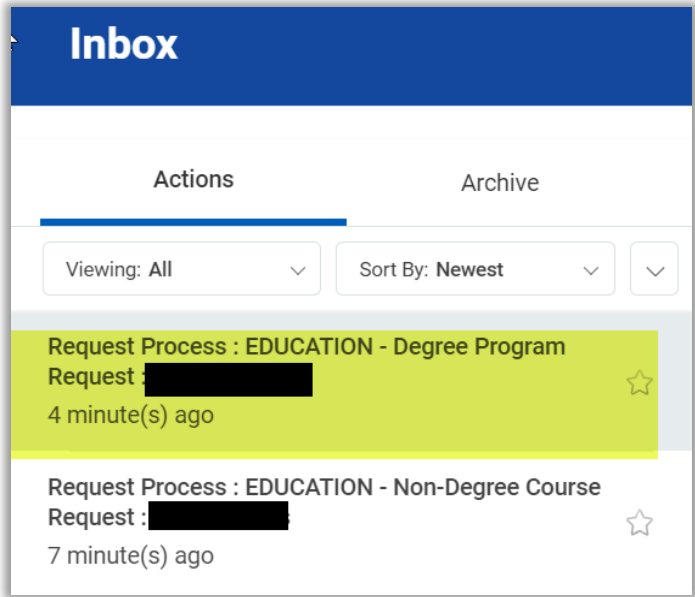
1. Log into Workday
2. In the “Awaiting Action” section on your landing page, you should see any pending requests that require your review. Click on each request you need to review.



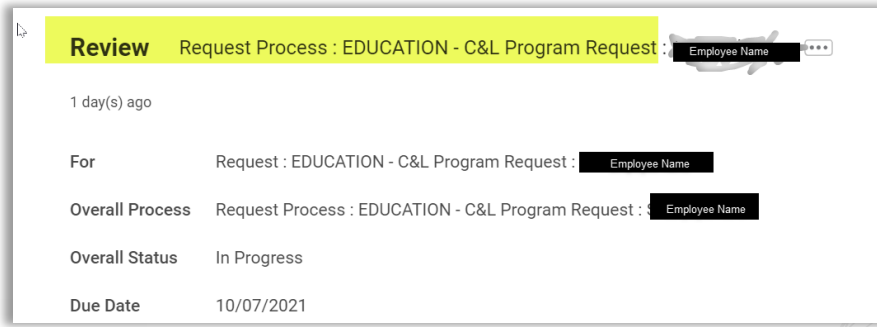


Steps to Process a Degree Program Request, Non-Degree Course Request, or C&L Program Request (Cont.)

- 3. When you click on a request, you will see it in your inbox on the next page. Click on each request you need to review.

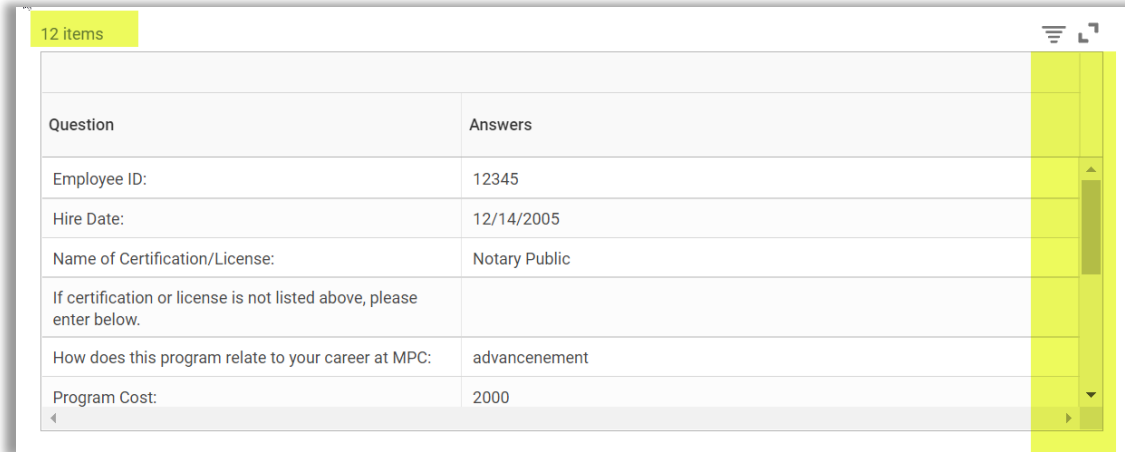


- 4. When you select a request, you need to review the details included with each request. The first section describes the type of request submitted.



Steps to Process a Degree Program Request, Non-Degree Course Request, or C&L Program Request (Cont.)

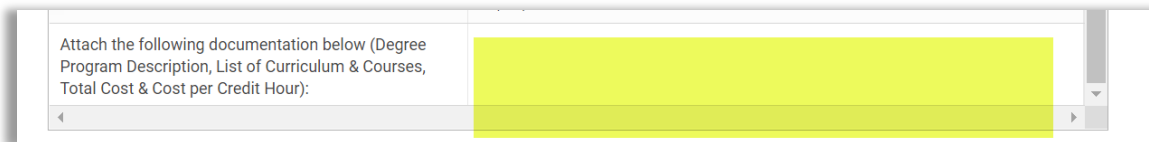
5. Scroll down the page to the table for specific details about the request, including cost, timeframe, and supporting documentation. Use the scroll bars on the side of the table to move through to the bottom of the list.



Question	Answers
Employee ID:	12345
Hire Date:	12/14/2005
Name of Certification/License:	Notary Public
If certification or license is not listed above, please enter below.	
How does this program relate to your career at MPC:	advancement
Program Cost:	2000

6. The employee is required to attach supporting documentation for their request in the final field in the table.

HR is responsible for verifying the required documentation has been provided and that the program or course meets the requirements of the Plan and will add value to the organization and the employee's career with MPC.

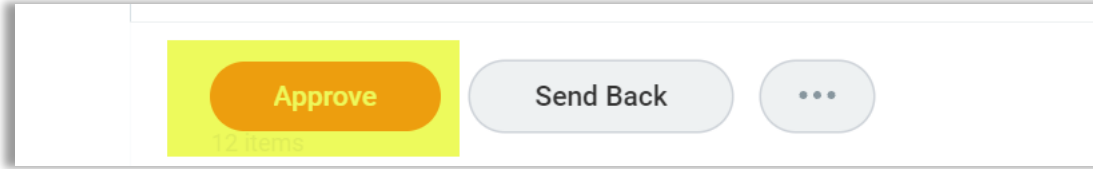


Attach the following documentation below (Degree Program Description, List of Curriculum & Courses, Total Cost & Cost per Credit Hour):

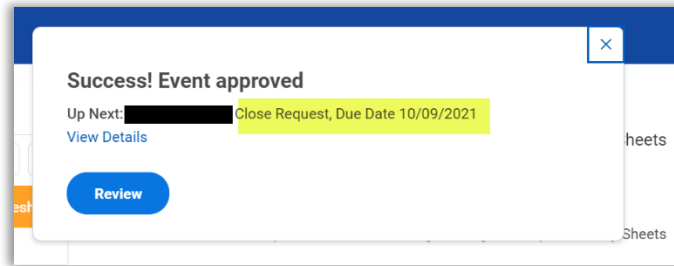
7. If an employee is requesting a degree that is outside their current organization, you are responsible for reaching out to the HRBP for the organization under which the degree falls to confirm it is realistic to expect the employee would be considered for an opportunity within that organization upon obtaining the degree. This conversation should be documented in the employee's file.

Steps to Process a Degree Program Request, Non-Degree Course Request, or C&L Program Request (Cont.)

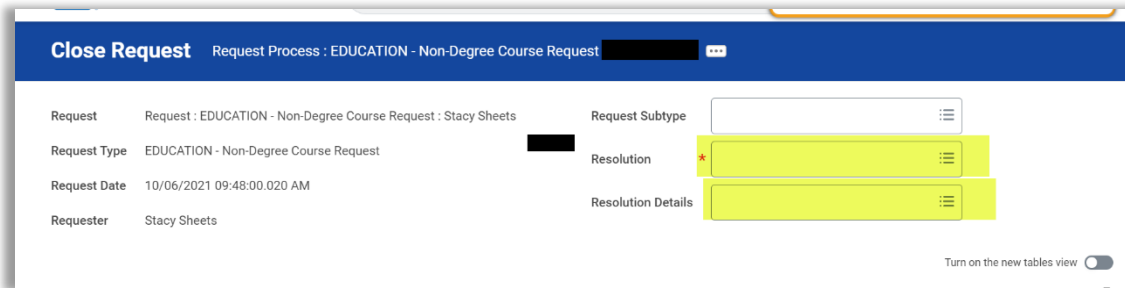
8. If everything meets your approval, click the “Approve” button.



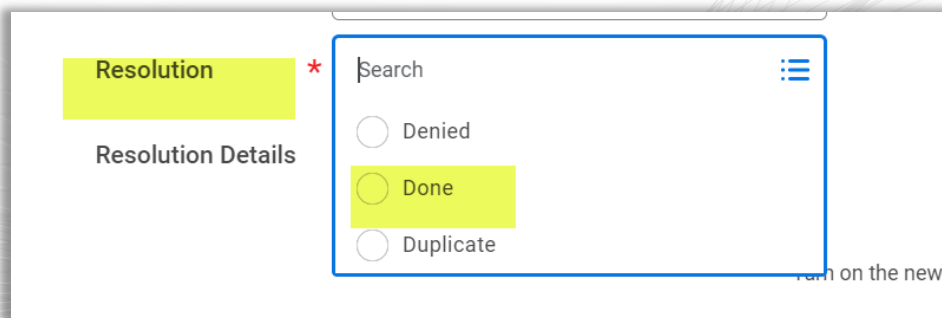
9. The following message will appear if you have processed the approval correctly. You will need to click “Review” to close the request and advance to the next step



10. Once you click “Review,” the following screen will appear. You can leave the “Request Subtype” field blank, but will need to complete the “Resolution” field and the “Resolution Details” field to finish processing the request



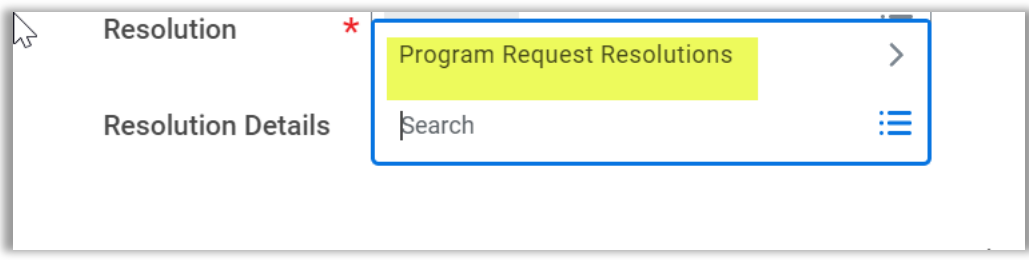
11. In the “Resolution” field, select “Done” if everything is in order and you approve of the request.



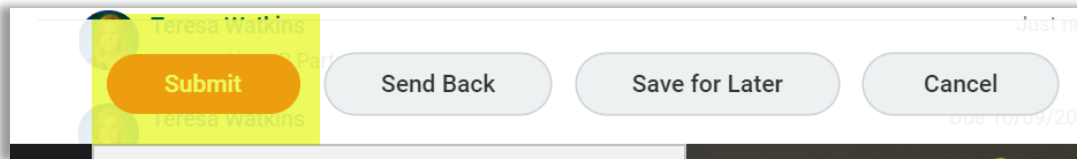
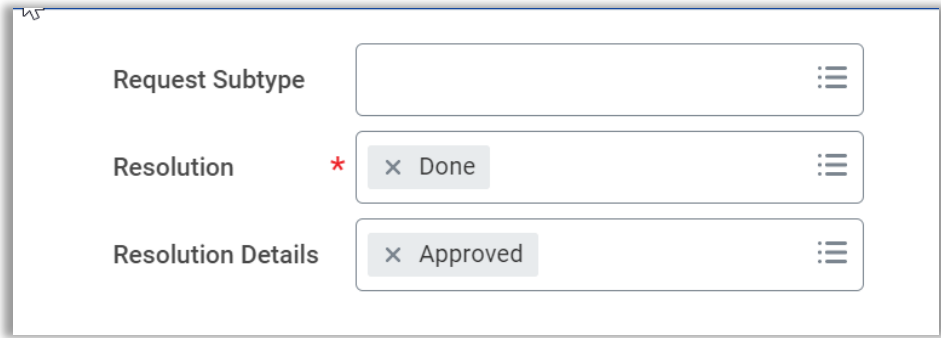


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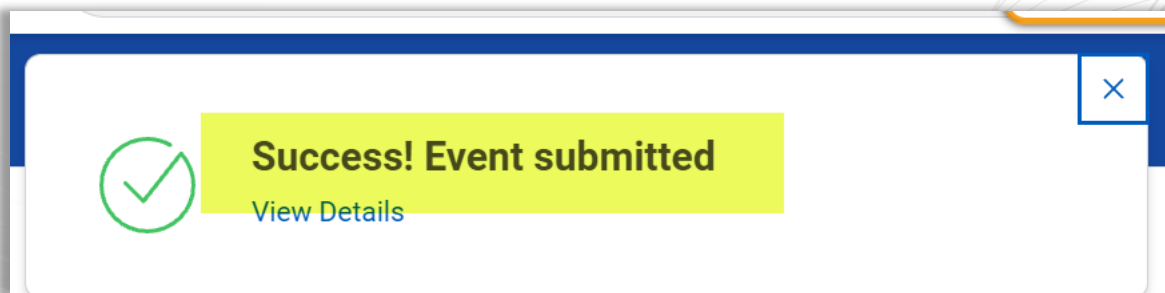
12. In the “Resolution Details” field, select “Program Request Resolutions” and then select “Approved.”



13. When both fields are populated, click “Submit” at the bottom.



14. The following message will appear if you have successfully completed the approval:

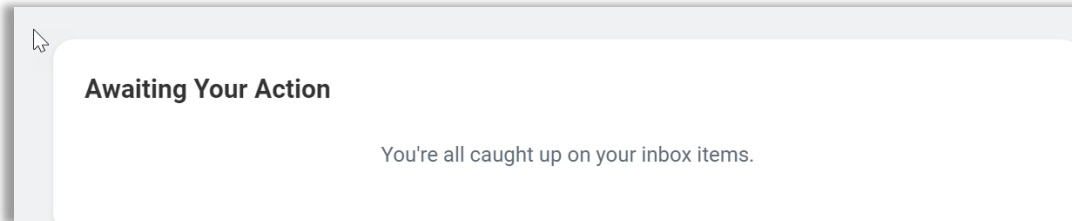


15. If you click “View Details” in the above box, you can review where the request is in the process and then click “Done.”



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16. Once you have completed the process, you will no longer see the request in your “Action” section on the landing page.



Note – this is the only approval requirement you have. When an employee completes a course or program and requests reimbursement, the request will go directly to a processor; you will not be required to review and approve each individual request for reimbursement.