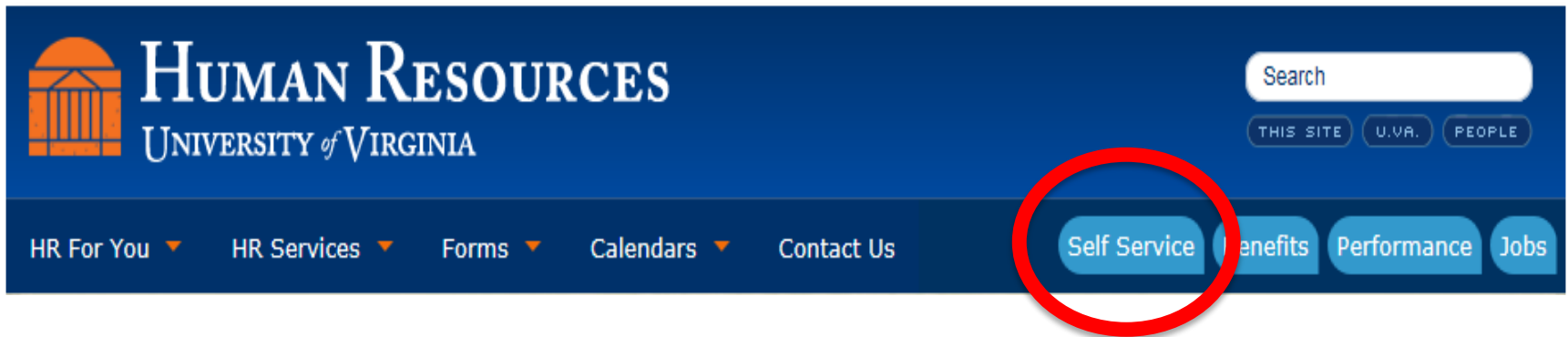


Education Benefit How To Guide

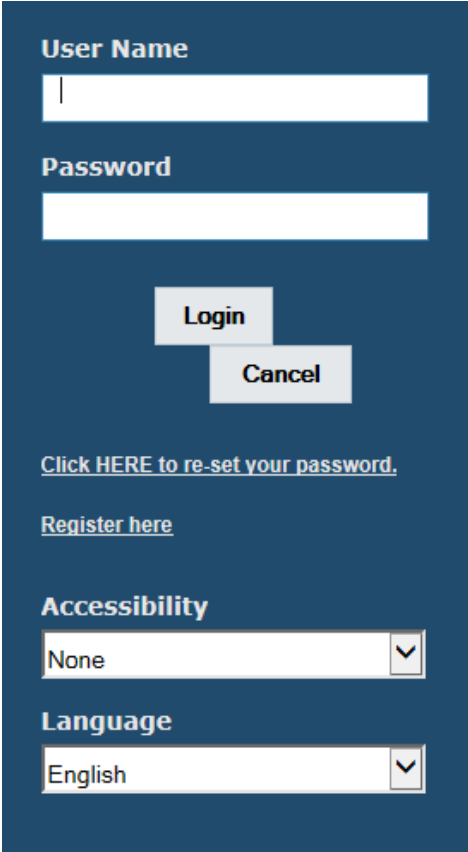
Step 1

Visit <http://www.hr.virginia.edu>
Click “Self Service” Tab



Step 2

Sign into the Integrated System using your
User Name and Password

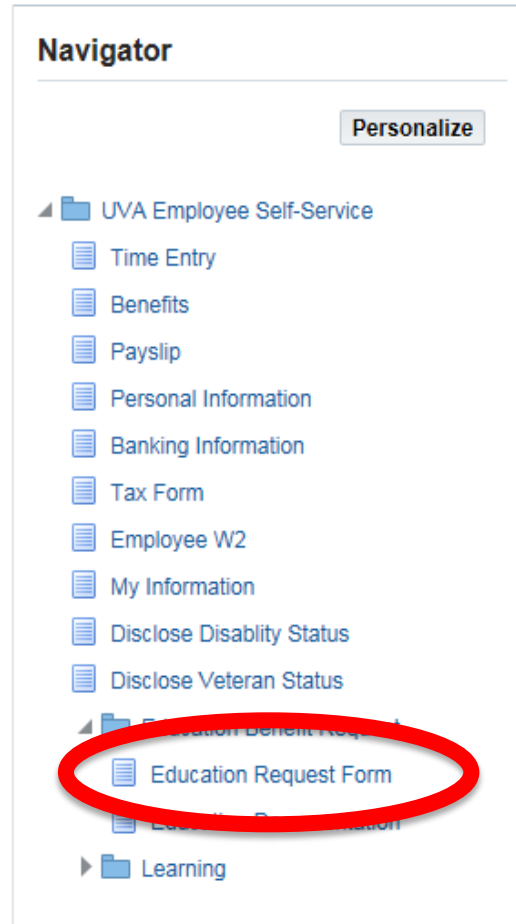


The image shows a login form with a dark blue background. It contains the following elements:

- User Name**: A text input field with a vertical cursor on the left.
- Password**: A text input field.
- Login**: A button.
- Cancel**: A button.
- [Click HERE to re-set your password.](#): A link.
- [Register here](#): A link.
- Accessibility**: A dropdown menu with "None" selected.
- Language**: A dropdown menu with "English" selected.

Step 3

Select “Education Request Form” from the Navigator menu on the left side of the screen



Step 4

From the Overview screen, select
“Step 1 of 4” to start a new request

The screenshot shows the 'Overview' page of the UVA Integrated System Education Benefit Request. At the top, there is a navigation bar with a home icon, a notification bell with a '1' badge, and a power icon. The page title is 'UVA Integrated System Education Benefit Request'. Below the title, there are buttons for 'Cancel', 'View History', 'Back', and 'Step 3 of 4: Request Approval'. The main content area includes form fields for 'Employee Name', 'Organization Email Address', 'Manager', 'Employee Number', 'Department', and 'Job'. Below the form fields, there is a paragraph of text explaining the university's commitment to professional development and the eligibility requirements for the benefit. A 'TIP' icon is followed by a tip about submitting questions to AskHR@Virginia.edu. A section titled 'Steps to submit a New Education Benefit Request:' contains a list of five steps. The first step, 'Step 1 of 4: I agree with the above statement. Go to Step 2', is circled in red. Below the list, there is a table with columns: Effective, End Date, Type, Option, Amount, Units, Occurrences, Status, Update/View, and Delete/Discontinue. The table currently shows 'No results found.' and a 'TIP' icon followed by a tip about transactions with a status of 'Awaiting Approval' and 'Suspended'.

UVA Integrated System Education Benefit Request

Cancel View History Back Step 3 of 4: Request Approval

Employee Name
Organization Email Address
Manager

Employee Number
Department
Job

The University is committed to the continuous professional development of our colleagues and are pleased to offer this opportunity. For compliance purposes, please confirm your understanding of the policy and eligibility for the benefit by carefully reading and acknowledging the following information prior to your submission.

To be eligible for this benefit: I am **not** knowingly planning on retiring, ending my employment, or plan to change roles from benefits-eligible to a non-benefits-eligible job at UVA within one year of the completion date of this course. My request relates to my current job duties, required for career development preparation, a job related professional certification or license, a required course for a work related degree program, and/or included and approved by my supervisor in my current year's Lead@UVA goals or career objectives. My request only includes eligible items such as tuition, course registration, exam fees, and laboratory fees. *Non-tuition fees, books, software, study materials, tools, supplies, equipment, memberships, dues, travel expenses, meals, and lodging are not eligible.*

Failure to comply with the [Education Benefit Policy](#) may result in loss of eligibility for future educational assistance and may include disciplinary action, up to and including termination.

TIP If you are unsure of your request's eligibility, you are welcome to submit your questions to AskHR@Virginia.edu. Thank you, UVA HR Service Team.

Steps to submit a New Education Benefit Request:

1. Read the above statement then click the “**Step 1 of 4: I agree to the above statement. Go to Step 2**” button below.
2. Then select “Type” **Central Professional Development, Central Tuition** or **Departmental Funding** and fill in the appropriate information, then click the “**Step 2 of 4: Apply**” button.
3. You'll be directed back to this page where you will see your “New” request below. At the top right of the screen, click the “**Step 3 of 4: Request Approval**” button.
4. When you are ready to submit click the “**Step 4 of 4: submit**” button to submit.
5. Download the request form, review the information, and upload the form to the system. After completion of payment and completion after completion of the course. Navigate to UVA Employee Self-Service > Education Benefit Request > Education Documentation to upload “File”.

Step 1 of 4: I agree with the above statement. Go to Step 2

Effective	End Date	Type	Option	Amount	Units	Occurrences	Status	Update/View	Delete/Discontinue
No results found.									

TIP Transactions with status of Awaiting Approval and Suspended can not be updated or deleted.

Step 5

Select the “Type” of Education Benefit Request from the drop down menu

UVA Integrated System Education Benefit Request

Home Clock Star Settings Notification 1 | Logged In As ENC2N ? Power

Education Benefit Request Details

Step 2 of 4: Apply Cancel

Employee Name		Employee Number	
Organization Email Address		Department	
Manager		Job	

Maximum Combined Central Tuition and Central Professional Development \$4,360

Education Benefit request limits:

Central Professional Development Funding (Courses, Certification Training and Conferences)

- Requests may be submitted for up to \$2,000 per calendar year

Central Tuition Funding (For credit courses working towards Associate's, Bachelor's, Master's, Doctoral degree or for-credit Certificate Program from accredited institutions)

- Requests may be submitted for up to \$4,360 per calendar year

Departmental Funding (Additional education funding approved by department, in addition to combined Central Tuition and Central Professional Development)

- The amount that is pre-approved by your department

Note: Combined Central and Departmental annual requests exceeding \$5,250 per calendar year are subject to taxes based on current IRS rules.

Select a Type (Central or Departmental)

Type

- Central Professional Development
- Central Tuition
- Departmental Funding

Course Details

Type Explanations

Step 6

Enter the Course
Details and click
“Step 2 of 4: Apply”
in the top right
corner

UVA Integrated System Education Benefit Request

Home | Clock | Star | Gear | Bell | Logged In As ENC2N | ? | Power

Education Benefit Request Details

Employee Name
Organization Email Address
Manager

Employee Number
Department
Job

Step 2 of 4: Apply | Cancel

Maximum Combined Central Tuition and Central Professional Development \$4,360

Education Benefit request limits:

- Central Professional Development Funding (Courses, Certification Training and Conferences)**
 - Requests may be submitted for up to \$2,000 per calendar year
- Central Tuition Funding (For-credit courses working towards Associate's, Bachelor's, Master's, Doctoral degree or for-credit Certificate Program from accredited institutions)**
 - Requests may be submitted for up to \$4,360 per calendar year
- Departmental Funding (Additional education funding approved by department, in addition to combined Central Tuition and Central Professional Development)**
 - The amount that is pre-approved by your department

Note: Combined Central and Departmental annual requests exceeding \$5,250 per calendar year are subject to taxes based on current IRS rules.

Select a Type (Central or Departmental)

Type: Central Professional Development

Course Details

Currency = USD unless otherwise noted.

This Course is/is not a requirement for completion of a college degree program
For Non-Degree Only - select what best describes the course you are taking
Name of the college, university, education institution or provider
Name of the Degree, CEU, Certification, License, or Trade upon completion
Start Date for the course, license, or certification
End Date for the course, license, or certification
If completing a degree, date you expect to attain your degree
How are you participating in this course?
Tuition or Total cost I will owe the educational provider
Central Funding (Do not enter dollar sign)

Effective Date

Today's Date: 06-Jan-2017

Step 7

Option 1: If only submitting one request, click “Step 3 of 4: Request Approval” in the top right corner

Option 2: If submitting multiple requests or splitting the cost of a course between Education Benefit Funds and Departmental Funds, click “Step 1 of 4” and repeat steps 6 & 7

UVA Integrated System Education Benefit Request

Cancel View History Back Step 3 of 4: Request Approval

Employee Name
Organization Email Address
Manager

Employee Number
Department

The University is committed to the continuous professional development of our colleagues and are pleased to offer this opportunity. For compliance purposes, please read the policy and eligibility for the benefit by carefully reading and acknowledging the following information prior to your submission.

To be eligible for this benefit: I am **not** knowingly planning on retiring, ending my employment, or plan to change roles from benefits-eligible to a non-benefits-eligible position within one year of the completion date of this course. My request relates to my current job duties, required for career development preparation, a job related professional certification or license, a required course for a graduate program, and/or included and approved by my supervisor in my current year's Lead@UVA goals or career objectives. My request only includes eligible items such as tuition, course registration, exam fees, books, software, study materials, tools, supplies, equipment, memberships, dues, travel expenses, meals, and lodging are not eligible.

Failure to comply with the Education Benefit Policy may result in loss of eligibility for future educational assistance and may include disciplinary action, up to and including termination.

[TIP](#) If you are unsure of your request's eligibility, you are welcome to submit your questions to AskHR@Virginia.edu. Thank you, UVA HR Service Team.

Steps to submit a New Education Benefit Request:

1. Read the above statement then click the “Step 1 of 4: I agree to the above statement. Go to Step 2” button below.
2. Then select “Type” Central Professional Development, Central Tuition or Departmental Funding and fill in the appropriate information, then click the “Step 2 of 4: Apply” button.
3. You'll be directed back to this page where you will see your “New” request below. At the top right of the screen, click the “Step 3 of 4: Request Approval” button.
4. When you are ready to submit click the “Step 4 of 4: submit” button to submit.
5. Participants are expected to provide supporting documentation of payment and completion after completion of the course. Navigate to UVA Employee Self-Service > Education Benefit Request > Education Documentation to upload “File”.

Step 1 of 4: I agree with the above statement. Go to Step 2

Education Benefit Request Statuses

Effective	End Date	Type	Option	Amount	Units	Occurrences	Status	Update/View	Delete/Discontinue
06-JAN-2017		Central Professional Development		USD	One	New			

[TIP](#) Transactions with status of Awaiting Approval and Suspended can not be updated or deleted.

Step 8

Review your request.

Provide any additional information regarding the course in the “Comments to Approver” section.

Click “Step 4 of 4: Submit”

UVA Integrated System Education Benefit Request

Home | Clock | Star | Gear | Bell | Logged In As ENC2N | ? | Power

Review Cancel Back **Step 4 of 4: Submit**

Effective Date 06-Jan-2017

Employee Name Employee Number
Organization Email Address Department
Manager Job

Review your changes. If correct, click on the "Submit" button. If incorrect, click on the "Back" button located at the left of the Submit button to make your corrections.
[Indicates Changed Items.](#)

Education Benefit Request Review

New Central Professional Development

Proposed	
Effective	06-Jan-2017
Type	
This Course is/is not a requirement for completion of a college degree program	
For Non-Degree Only - select what best describes the course you are taking	
Name of the college, university, education institution or provider	
Name of the Degree, CEU, Certification, License, or Trade upon completion	
Start Date for the course, license, or certification	
End Date for the course, license, or certification	
How are you participating in this course?	
Tuition or Total cost I will owe the educational provider	
Central Funding (Do not enter dollar sign)	
Occurrences	

New Departmental Funding

Proposed	
Effective	06-Jan-2017
Type	
This Course is/is not a requirement for completion of a college degree program	
For Non-Degree Only - select what best describes the course you are taking	
Name of the college, university, education institution or provider	
Name of the Degree, CEU, Certification, License, or Trade upon completion	
Start Date for the course, license, or certification	
End Date for the course, license, or certification	
How are you participating in this course?	
Tuition or Total cost I will owe the educational provider	
Departmental Funding (Do not enter dollar sign)	
PTAO and Supervisor ID	
Occurrences	

Comments to Approver (please use the box below to add any pertinent details on how your request qualifies for the Education Benefit)

Confirmation Screen & Email

A confirmation screen and email will generate once you have successfully submitted your request.

The image shows a screenshot of a web application interface for the UVa Integrated System Education Benefit Request. The top navigation bar includes the system name, user information (Logged In As ENC2N), and various utility icons. The main content area is titled "Confirmation" and contains the following text:

Your request has been submitted and is awaiting approval. A notification will also be sent to your registered email account.

Next Steps:

- If approved, direct deposit payments will be made within 1-2 pay periods
- You must submit payment and completion documentation within 1 month of completion.

Warning: You may be required to repay amounts if:

- You exceed the payment limits or do not comply with program requirements.
- You do not submit payment and completion documentation.

A "Home" button is located in the bottom right corner of the confirmation screen.

Below the confirmation screen is an email notification from the UVa Integrated System (IS) with the following details:

From: UVa Integrated System (IS) <iswf-isp11@virginia.edu>
Subject: FYI: Education Benefit Request has been forwarded for approval
To: Campbell, Elizabeth
Message: Notification Detail.html (700 B)

The email body contains the following text:

From: SYSADMIN
To: [Redacted]
Sent: 06-Jan-2017 14:01:10
ID: [Redacted]

You have completed your education benefit request. You can check the status in Employee Self-Service under the Education Benefits Request Form. You should see the status under Submission entries. If approved, the amount will be placed in your direct deposit within 1-2 pay periods.

Employees are responsible for monitoring their use of Education Benefits to ensure payment limits are not exceeded and are in compliance with program requirements. Participants are expected to provide supporting documentation of payment and successful completion in Employee Self-Service no later than one month after completion of the course. This can be done through Employee Self-Service, under the Education Benefit Documentation section. If proof of payment and successful completion are not submitted, repayment of the benefit is expected.

If you have any questions, please email: AskHR@Virginia.edu.

Thank you, UVa HR Service Team
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Check the Status of a Request

To check the status of your request follow steps 1 thru 4 to view your Education Benefit Overview screen

UVA Integrated System Education Benefit Request

Overview

Cancel View History Back Step 3 of 4: Request Approval

Employee Name
Organization Email Address
Manager

Employee Number
Department
Job

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Step 1 of 4: I agree with the above statement. Go to Step 2

Education Benefit Request Statuses

Effective	End Date	Type	Option	Amount	Units	Occurrences	Status	Update/View	Delete/Discontinue
06-JAN-2017		Central Professional Development		USD	One		Awaiting Approval		
06-JAN-2017		Departmental Funding		USD	One		Awaiting Approval		

[TIP](#) Transactions with status of Awaiting Approval and Suspended can not be updated or deleted.