

Non- Academic Educational Assistance Program

Information & Highlights



Introduction

- In its commitment to advancing knowledge, Michigan State University provides the Educational Assistance benefit to help regular, full- and part-time support staff employees (including MSUE paraprofessional staff members) reach their educational and career goals.
 - Part-time employees receive a proportional benefit based on FTE.
- The Educational Assistance benefit may be used for college credit course work or for job-related, non-credit courses.



When does eligibility begin?

- Educational Assistance benefits are available the first day of the month after the accrual of 12 FTE (Full-time equivalent) service months.
- If someone is less than 1.0 FTE, their full-time equivalent service months will take longer than 12 months to accrue.



Eligible types of courses

- Credit Courses
 - Job-related courses regarding current work or preparing for a higher-level MSU position;
 - Degree-related courses as part of a degree-granting program, or a requirement for a class in a degree-granting program;
- Non-credit Courses
 - Career/professional development courses reasonably related to an employee's stated goals at MSU;
 - May include conferences – subject to approval by Central HR;



College Credit courses

- Eligible full-time employees may have, subject to benefit maximum, up to 14 semester credits or 20 term credits per academic year waived or reimbursed through the program.
- If courses are taken from both semester and term institutions, term credits will be converted to semester credits to determine the maximum number of credits allowed. A semester credit is 1.5 times a term credit.



Non-credit, job-related courses

- The maximum benefit for non-credit courses, such as those offered by Professional Development Services (PDS) or IT Services, is \$800 in an academic year for full-time employees.
 - Registration for these courses is through EBS/ESS/Professional Development and will suffice as the application for the Educational Assistance dollars.



Courses not eligible for coverage

- Audited or visited classes.
- Courses designed as a preparation for an exam. (Example: Kaplan GMAT Review course, review for a license exam)
- Conferences. Please contact Human Resources regarding conference coverage.
 - Although the policy states that conferences are not eligible, if the employee can prove that the conference is “professional development” there is a chance MSU will reimburse the expense.
 - If an employee wants to attend a professional development conference they should submit the application via EBS and wait to see if the conference is approved by their supervisor and ultimately Central HR.



Application process for Employee

The **employee** must:

- Complete the online application in the EBS Portal
 - Under My Career & Training > Educational Assistance System>Apply.
- Approved applications will automatically route to the employee's direct supervisor and then to MSU Human Resources for review and approval.
 - Applications must be submitted 30 days prior to the first day of class or start of the program.



Approval Process for Supervisor

- Once the employee has submitted a request for approval, an email will be sent to the supervisor for review and approval.
- Approval is completed in the Forms Tracking Utility (FTU) portal through MSU.
 - <https://login.msu.edu/?App=D6509-Dashboard-AIS>



Reimbursement process – Credit Courses

- MSU Credit Courses – Handled through the Ed Assist process as tuition waiver, which is applied to the registration bill.
 - Failure to complete the class successfully will result in the tuition waiver being removed and the employee becomes responsible for the resulting tuition.
- Non-MSU Credit Courses – Upon completion the employee must submit:
 - Proof of successful course completion (a grade report of 2.0 or better indicating the employee's name); and
 - Proof of tuition paid (such as a billing statement) to Human Resources using the online application in the EBS Portal under My Career & Training > Educational Assistance System> within 15 working days of course completion or receipt of grades.
 - Reimbursement for successfully completed courses will be direct deposited provided the employee has MSU payroll direct deposit. If the employee does not have direct deposit other provisions will be made.



Reimbursement process – Non-credit courses

- Non-Credit Courses – Upon completion the employee must submit:
 - Proof of successful course completion (a course certificate signed by the instructor or Human Resources Non-Credit Course Certificate of Successful Completion form); and
 - Proof of course cost (a receipt) to Human Resources using the online application in the HR/Payroll Portal under My Career & Training > Educational Assistance System> within 15 working days of course completion.
 - Approved reimbursement for successfully completed courses will be processed dependent upon the method used to pay for the course.

****If you are using a P-card to pay for a course, you MUST submit a copy of the P-card Statement or Operating Statement with P-card charges highlighted along with a receipt as proof of payment.****



Questions and additional information

- For more information and questions, please refer to MSU Educational Assistance Guide.
 - http://www.hr.msu.edu/prodev/prodev_docs/EdAssistBrochure.pdf#search=Education%20Assistance
- Or, contact Central Human Resources.
 - 517-353-4434
 - SolutionsCenter@hr.msu.edu



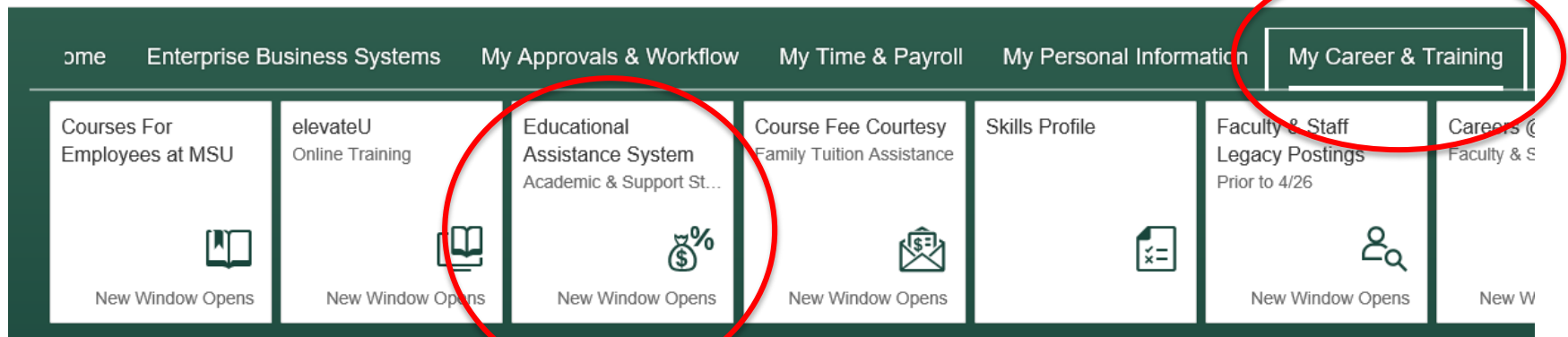
Screen Shots

How to access the Educational Assistance System



Access the Ed Assist System

- Log into EBS and select My Career & Training > Educational Assistance System>> Educational Assistance System



Educational Assistance System

- Home Page



The screenshot shows the home page of the Michigan State University Educational Assistance system. The header features the MSU logo and the text "MICHIGAN STATE UNIVERSITY | Human Resources Educational Assistance". Below the header is a navigation bar with links: APPLY, SEARCH, CHECK STATUS, MY ACCOUNT, HELP, and LOGOUT. The main content area has a heading "Welcome to the Educational Assistance Application" followed by two paragraphs of text and a bulleted list of links.

MICHIGAN STATE UNIVERSITY | Human Resources Educational Assistance

APPLY SEARCH CHECK STATUS MY ACCOUNT HELP LOGOUT

Welcome to the Educational Assistance Application

The Educational Assistance program is part of the benefit package provided by Michigan State University to regular support staff. It provides financial assistance for the professional development of employees in their current jobs and in the enhancement of competencies for career development and promotability at MSU.

The Employee Educational Assistance Application provides eligible employees immediate access to their pending applications, balances and more. The following links can be used as follows:

- Apply: To complete an application for credit classes or non-credit courses.
- Search: To view previously submitted applications.
- Check Status: Ability to check/track the current status of a previously submitted application.
- My Account: Can be used to review your current balance or the specific benefit eligibility for your employee group.
- Help: Contains link to Frequently Asked Questions and more detailed information about the Educational Assistance benefit.

Apply for Credit or Non-Credit Course

- Once you fill out the proper application for your course, it will route to your supervisor, then to Human Resources for approval

The screenshot shows the top navigation bar of the Educational Assistance Application. The 'APPLY' button is highlighted with a red circle, and its dropdown menu is open, showing 'Credit Course' and 'Non Credit Course' options. The page title is 'Welcome to the Educational Assistance Application'. Below the title, there is a paragraph describing the program.

APPLY SEARCH CHECK STATUS MY ACCOUNT HELP LOGOUT

Credit Course

Non Credit Course

Welcome to the Educational Assistance Application

The Educational Assistance program is part of the benefit package provided by Michigan State University to regular support staff. It provides financial assistance for the professional development of employees in their current jobs and in the enhancement of competencies for career development and promotability at MSU.

Supervisor Approval in FTU

- Log into the Forms Tracking Utility (FTU) website

MICHIGAN STATE UNIVERSITY

Forms Tracking Utility

Forms Tracking Utility Dashboard

View and approve Michigan State University forms

FTU has been updated to reflect MSU branding. All system functionality remains the same. We hope you enjoy the new look and feel.

MSU ID:

Password:

Authenticator:

MSU Net

Login

For Authorized Use Only

In order to sign-on you need to enter your MSU NetID and password in the boxes above. Your MSU NetID is all the characters before the "@" of your MSU e-mail address.

NOTE: In order to use this application your browser must accept cookies.

Information

[Contact Us](#)

[Frequently Asked Questions](#)

[Login Problems](#)

[User Support](#)



Supervisor Approval in FTU cont'd

- All items needing approval will be listed on the “Pending Actions” page

MICHIGAN STATE UNIVERSITY | Forms Tracking Utility

Log Out
About FTU
Contact Us
Preferences
User Support
My Groups
Pending Actions
Upcoming Actions
Routing Slips Initiated
Performed Actions
Rear View

Pending Actions Dec 10, 2015

| Title | ID | Requested Action | Date Initiated | Requested By | Reference | Timeout Date | Timeout Process | Requested Group |
|-------|----|------------------|----------------|--------------|-----------|--------------|-----------------|-----------------|
|-------|----|------------------|----------------|--------------|-----------|--------------|-----------------|-----------------|

Refresh List

Reimbursement Process

- In order to be reimbursed for the successful completion of a course, proper documentation must be supplied.
- Documentation includes: Transcripts, Fee Payments/ Receipts (for non-credit course), Certificate.

****If you are using a P-card to pay for a course, you MUST submit a copy of the P-card Statement or Operating Statement with P-card charges highlighted along with a receipt as proof of payment.****



Submit these documents in the Ed Assist System:

1. Search for and select the course

- Scroll to bottom of page

Search EdAssist Applications

Course Title Application Type Year Course Status

Search

Leaving all fields blank will return all items for this user.

Search Results Found: 6

To view application, add grades information or cancel, click on the course title.

| Term Year | Course (AlphaCode Number) Title | Status | Date Submitted |
|-------------|---|------------------------------|---------------------|
| Summer 2014 | (mc 123) my class | Pending MSU HR Approval | 07/11/2014 03:21 PM |
| Summer 2014 | (bbc 123) test123 | Pending Supervisor Approval | 07/11/2014 08:24 AM |
| Summer 2014 | (testnc) test non credit 1 | Pending MSU HR Approval | 07/17/2014 09:18 AM |
| Summer 2014 | (test 456) Test course | Pending MSU HR Approval | 07/17/2014 09:16 AM |
| Summer 2014 | test | Pending Supervisor Approval | 08/01/2014 08:52 AM |
| Spring 2014 | (abc 123) my class 2 | Pending Supporting Documents | 07/11/2014 03:22 PM |

2. Attach documents
3. Select submit

Supporting Documents

Upload Transcripts

+ Add...

Upload Fee Payment
Receipt

+ Add...

Other Document was uploaded on 08/01/2014 08:52 AM

Other Documents

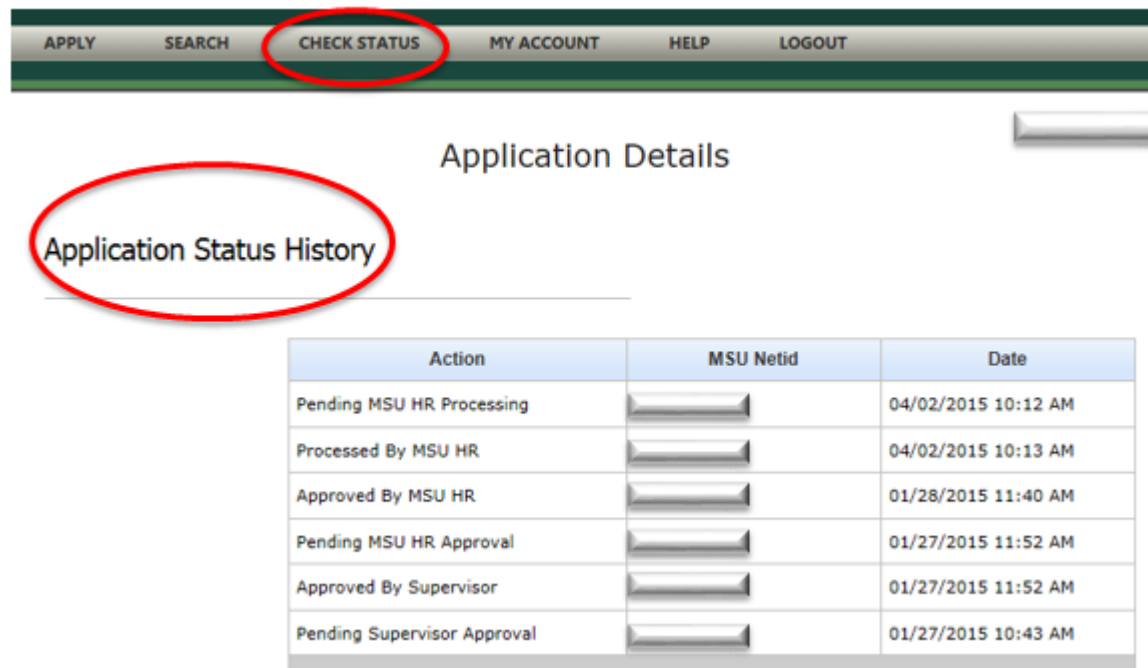
+ Add...

Submit



Checking the Status

- You can monitor the status of your application, and your reimbursement by going into the “Check Status” page



Application Details

Application Status History

| Action | MSU Netid | Date |
|-----------------------------|-----------|---------------------|
| Pending MSU HR Processing | | 04/02/2015 10:12 AM |
| Processed By MSU HR | | 04/02/2015 10:13 AM |
| Approved By MSU HR | | 01/28/2015 11:40 AM |
| Pending MSU HR Approval | | 01/27/2015 11:52 AM |
| Approved By Supervisor | | 01/27/2015 11:52 AM |
| Pending Supervisor Approval | | 01/27/2015 10:43 AM |

Detailed Users Guide

- For a more detailed Users Guide:
<http://www.hr.msu.edu/prodev/Enduser%20guide.pdf>

