Educational Assistance Program

Information & Highlights

4.3.24

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 their employment percent.

- The Educational Assistance benefit may be used for college credit course work **(tuition reimbursement)** or for job-related, non-credit courses **(professional development reimbursement)**.

When does eligibility begin?

	Credit bearing courses (tuition reimbursement)	Non-credit bearing courses (professional development)
CT and CT Type	Available after 12 FTEs	Available after 12 FTEs
APA/APSA and APA/APSA-type	Available after 12 FTEs	Available immediately upon hire
EXPA (4-H Program Coordinator, Program Instructor, Community Nutrition Instructor)	Available after 12 FTEs	Available after 12 FTEs

- FTEs are Full-time equivalent service months. Educational Assistance benefits are available to staff on the first day of the month after the accrual of 12 FTEs.
- 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 per MSU academic year waived or reimbursed through the program.
- Since part-time employees receive benefits proportional to their FTE an employee working at 50% FTE would be eligible for up-to 7 semester credits in an academic year.

Non-credit, job-related courses

- The chart show the maximum benefit for non-credit courses, such as those offered by Organization and [Professional Development (OPD)](#) at MSU's Central HR or job-related conferences:
    - Registration for courses offered by MSU is done in the "Courses for Employees at MSU" tile in EBS. There is no need to complete the Educational Assistance application in EBS for courses lead by Central HR.
    - For non-credit, job-related conferences, etc. not offered by MSU, you must complete the registration process in the "Educational Assistance" portal in EBS.

Employee Type	Maximum dollar amount per academic year
CT and CT Type	$900
APA/APSA and APA/APSA-type	$900
EXPA (4-H Program Coordinator, Program Instructor, Community Nutrition Instructor)	$800

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 an 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.

Using the benefit

- To use either the tuition reimbursement or the professional development money, you need to complete two actions in the Educational Assistance Portal:
    1. The initial application/request **before the course is taken.**
    2. The request for reimbursement within15 days **after the conclusion of the course.**

    ** Note that if you are not yet eligible to use the benefit (i.e. have not met the 12 FTEs), you can still start the application process as long as the event takes place after you've completed 12 FTEs.**

Application process for Employee

The **employee** must:

- Complete the online application in the EBS Portal
  - Under My Career & Training> Educational Assistance System>Apply.
  - See detailed users guide for specific instructions to register for OPD courses: Guide for employees
- 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 Pcard to pay for a course, you MUST submit a copy of the Pcard Statement or Operating Statement with Pcard charges highlighted along with a receipt as proof of payment

Questions and additional information

- For more information and questions, please refer to MSU Staff & Faculty Development/Training website:

  - http://www.hr.msu.edu/prodev/prodev_docs/EdAssistBrochure.pdf#search=Education%20Assistance

- Guide for: Educational Assistance Instructions: MSU Credit Courses

- Guide for: Educational Assistance Instructions: Non-MSU Credit Classes

- Guide for: Educational Assistance Instructions: Non-MSU, Non-Credit Courses

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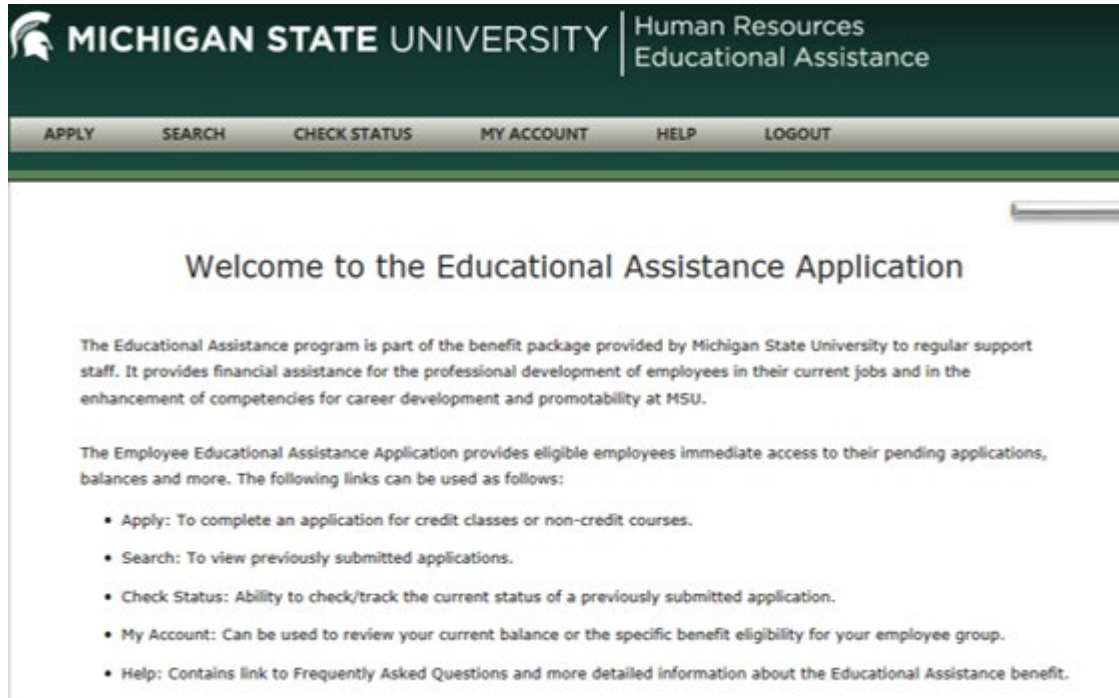
- Log into EBS and select the My Career & Training tab> Educational Assistance System

Educational Assistance System

- Home Page

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.

Apply for Non-credit Course

Supervisor Approval in FTU

- Log into the Forms Tracking Utility (FTU) website

Supervisor Approval in FTU cont'd

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

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 Pcard to pay for a course, you MUST submit a copy of the Pcard Statement or Operating Statement with Pcard 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.

Detailed Users Guide

- Staff and Faculty Development/Training website:
  http://www.hr.msu.edu/prodev/Enduser%20guide.pdf
- Guide for: Enrolling for non-credit courses provided through MSU
- Guide for: Educational Assistance Instructions: MSU Credit Courses
- Guide for: Educational Assistance Instructions: Non-MSU Credit Classes
- Guide for: Educational Assistance Instructions: Non-MSU, Non-Credit Courses
- Or contact Central Human Resources
  - 517-353-4434
  - SolutionsCenter@hr.msu.edu