

## Job Aide: Expense Reimbursement for Tuition

This document provides instructions for CTU Paraprofessionals participating in the Paraprofessional-to-Teacher Program to get reimbursed for eligible tuition expenses. Participating Paraprofessionals may receive up to \$750 per semester (and \$1,500 per year) for eligible tuition expenses. One expense report should be submitted per semester.

### **Before You Begin**

Prior to creating the expense report, please have the following documents in an electronic format that can be uploaded into Workday:

- Transcript that identifies the course name, course dates, and grade received.
- Receipt(s) of tuition payment.

### **Steps To Create Expense Reimbursement Request**

1. Log into Workday.
2. In the Workday search bar, type "Create Expense Report" and click on the "Create Expense Report" task.
3. Under "Creation Option" click the button next to "Create New Expense Report". It should be selected by default.
4. You can leave the "Memo" field blank.
5. The "Company" and "Expense Report Date" will default to "Cleveland Metropolitan School District" and today's date. You can also leave them as is.
6. The Fund, Cost Center, Function, and Program field will have default values, but you **must** delete them by clicking the "X" and change them to the following values:
  - a. Fund = type "001FD" and click Enter for "001FD\_L General Fund"
  - b. Cost Center = type "7001CC" and click Enter for "7001CC Human Resources Development"
  - c. Function = type "2213FN" and click Enter for "2213FN Instructional Staff Training Services"
  - d. Program = type "326PG" and click Enter for "326PG CTU Paraprofessional Tuition Reimbursement"

***TIP: If you delete everything and type "326PG" in the Program field and press Enter in the Program field, the rest of the values will auto-populate.***
7. Click "OK".
8. On the next screen, click the "Add" button under the "Expense Lines" heading.

9. In the gray box that reads, “Drop files here”, you must load your transcript and receipt of payment documentation. You accomplished this by “dragging and dropping” files from a folder on your computer or using the “Select files” button to find them on your computer.
10. Leave the “Date” field as the defaulted date.
11. In the “Expense Line” field, type “Tuition” and click Enter.
12. In the “Total Amount” field, enter the amount of the reimbursement requested. The amount should be the lessor of the actual expense incurred or \$750.00.
13. You can leave the “Memo” field blank.
14. The Fund, Cost Center, Function, and Program fields will mirror what you put on the previous page. You do not need to update them.
15. Click “Submit”.
  - a. *NOTE: You will see a “warning” message that “Cost Center does not match Worker's Cost Center”. In Expenses, Workday defaults the cost center to the cost center where your regular salary is paid. Tuition expenses are charged to a different cost center. This message is not an error and will not prevent you from submitting the expense report.*

The Expense Report will route to Talent review and approval. Upon approval, the Expense Report routes to Accounts Payable who will process a direct deposit into the bank account on file in Workday.

### **Steps to Save the Expense Report and Complete Later**

1. If you start but are unable to complete the Expense Report, click the “Save for Later” button at the bottom of the screen. Make note of the Expense Report number.
2. To return to the Expense Report, go to your Workday homepage and click the “Expense” icon.
3. Under Actions, click “Edit Expense Report”. From the drop-down options, select the in-process tuition reimbursement expense report and click “OK”.
4. Complete the steps outlined above and click “Submit”.

### **Questions / Support**

Any questions on tuition reimbursement eligibility should be directed to the CTU Paraprofessional-to-Teacher Program liaison.

Any questions about the reimbursement process, including Workday support, can be directed to the Talent Department Licensure Coordinator.