

Advantages of an online tuition reimbursement payment process

The Ohio Department of Administrative Services' (DAS) Employee Development Funds (EDF) program is implementing a new system for approving and processing tuition reimbursement payments. The new self-service, Web-based system will begin early July. Tuition reimbursements will be made via employee's paycheck instead of an Electronic Funds Transfer or manual check.

Instructional job aids and a fact sheet will be made available to employees on myOhio.gov by the end of the month and on the DAS EDF Web page at das.ohio.gov/EDFunds.

Features of the new system include the ability to:

- Complete an application online with up to five classes per application;
- Follow the entire process from request submission to reimbursement;
- See when the request is sent to payroll;
- View available funds;
- Access the system 24 hours a day, seven days a week via myOhio.gov and through the DAS EDF website at das.ohio.gov/EDFunds;
- View course and transaction history;
- View funds availability; and
- Receive immediate email notifications of approvals, disapprovals or submissions.

The Employee Development Fund is administered through the Ohio Department of Administrative Services' Office of Learning and Professional Development. If you have questions, contact DAS HR Customer Service at 614.466.8857 or 1.800.409.1205 or by email at EDFunds@das.ohio.gov.

Online Tuition Reimbursement Payment Processing Coming Soon

Tuition reimbursement payments will be made via employee paycheck rather than manual check.

Beginning in July, the Ohio Department of Administrative Services' Employee Development Funds (EDF) program is implementing a new system for approving and processing tuition reimbursement payments. The new self-service, web-based system will allow employees to submit and trace requests for tuition reimbursement online. In addition, tuition reimbursements will be made via the employee's paycheck instead of a manual check. Instructional materials will be made available to employees on myOhio.gov through the release of the new system. EDF is administered through the Ohio Department of Administrative Services' Office of Learning and Professional Development.