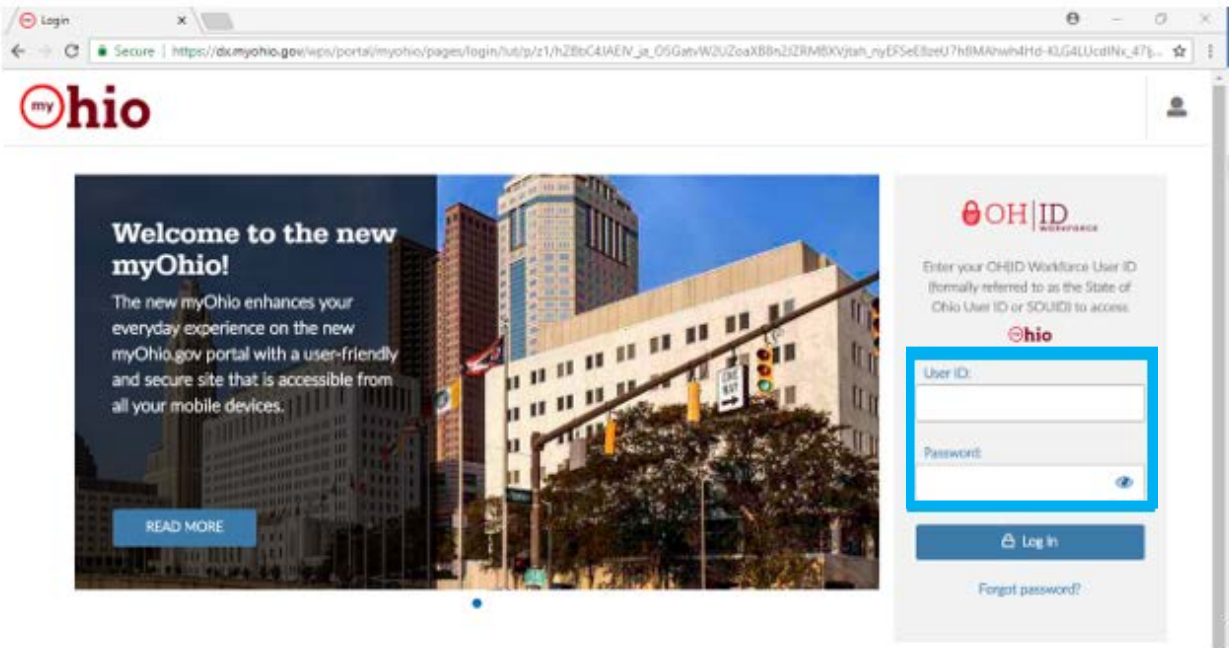


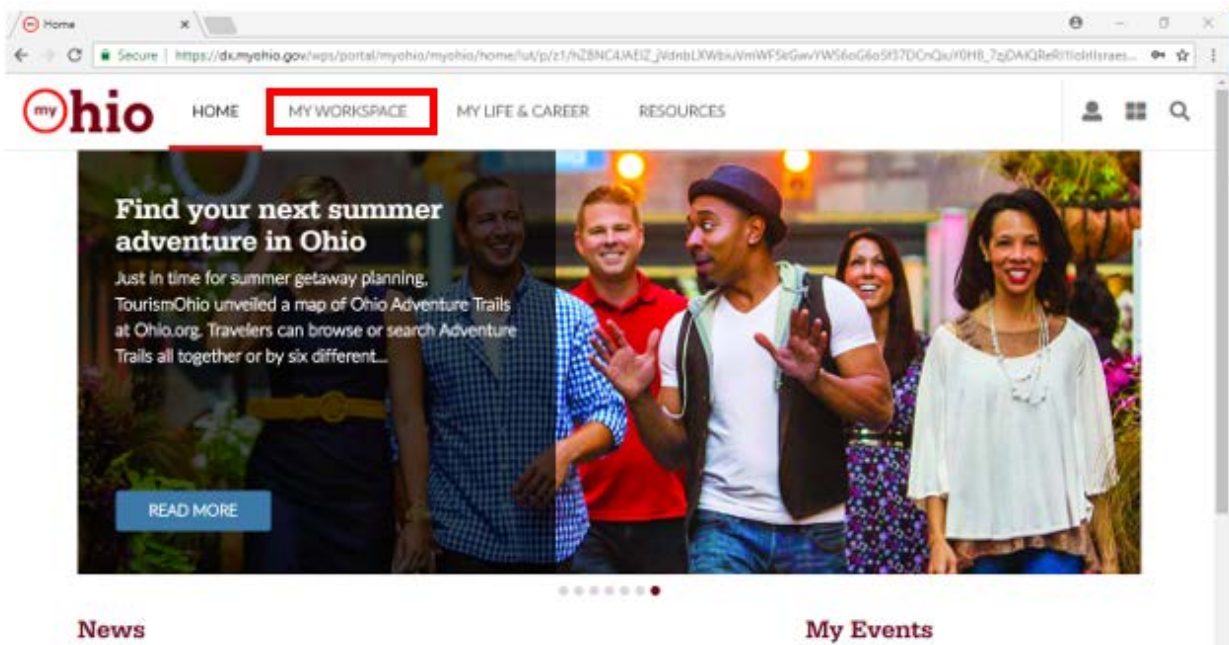
Employee Development Fund Application Process

Entering an EDF Application for Reimbursement

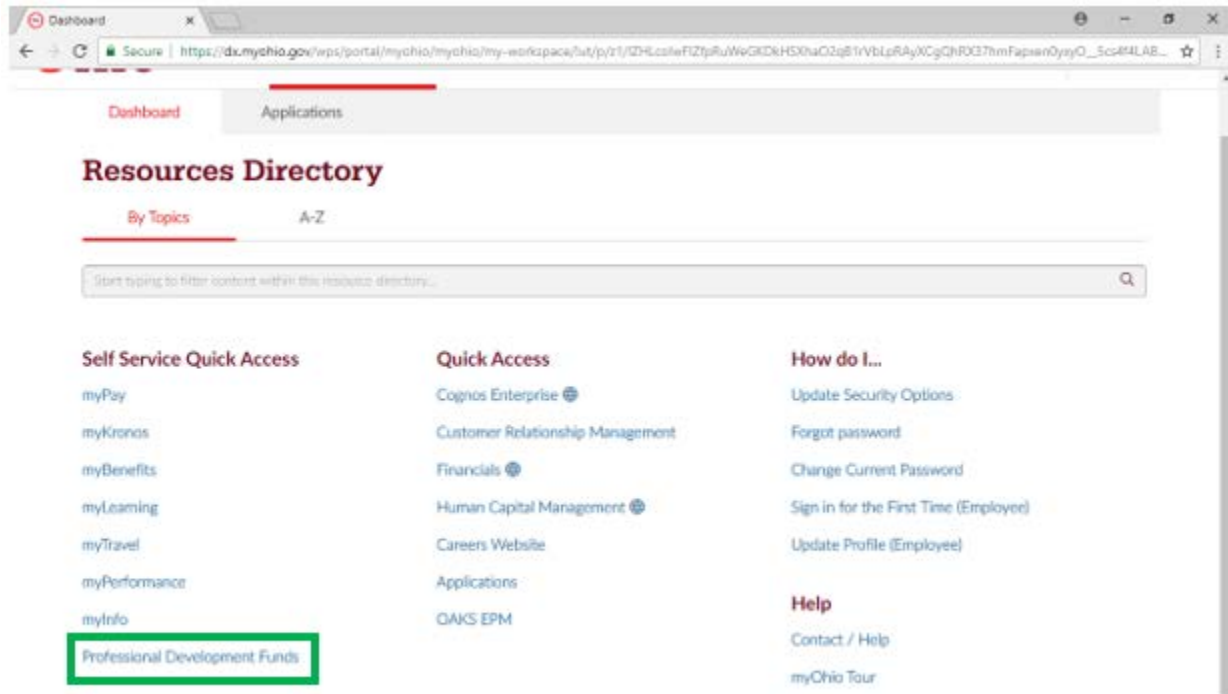
1. Sign into **myOhio**:



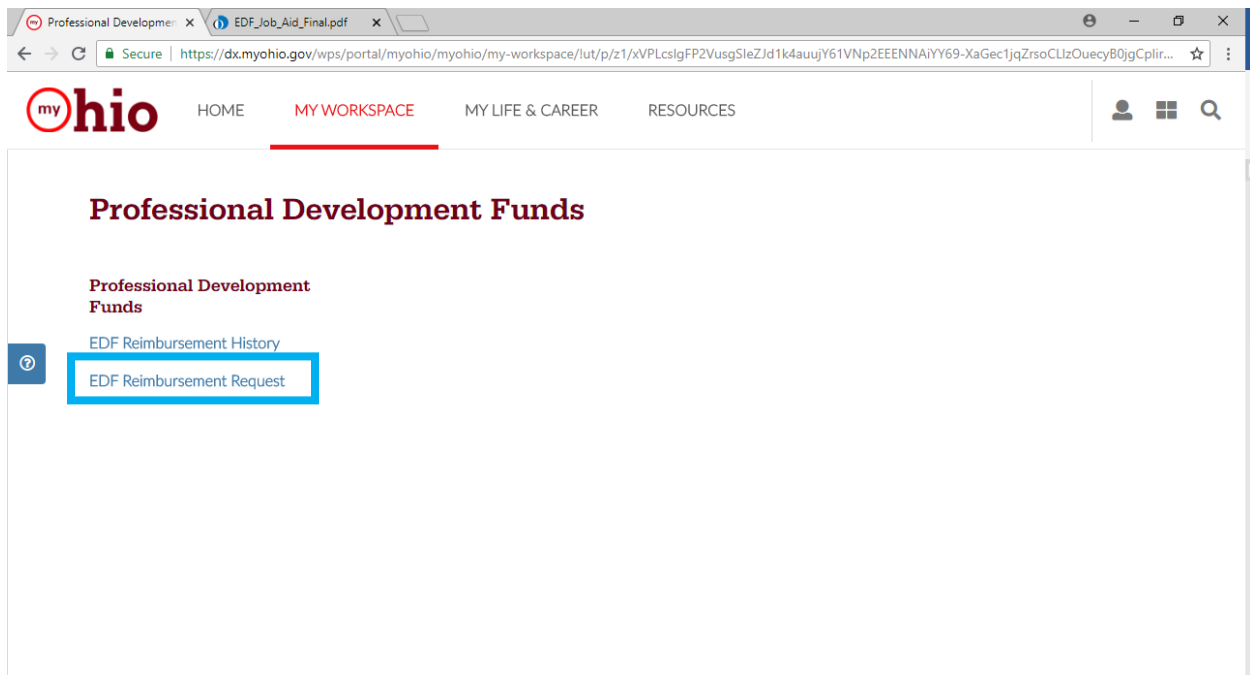
2. Click on **MY WORKSPACE**:



3. Click on **Professional Development Funds**:

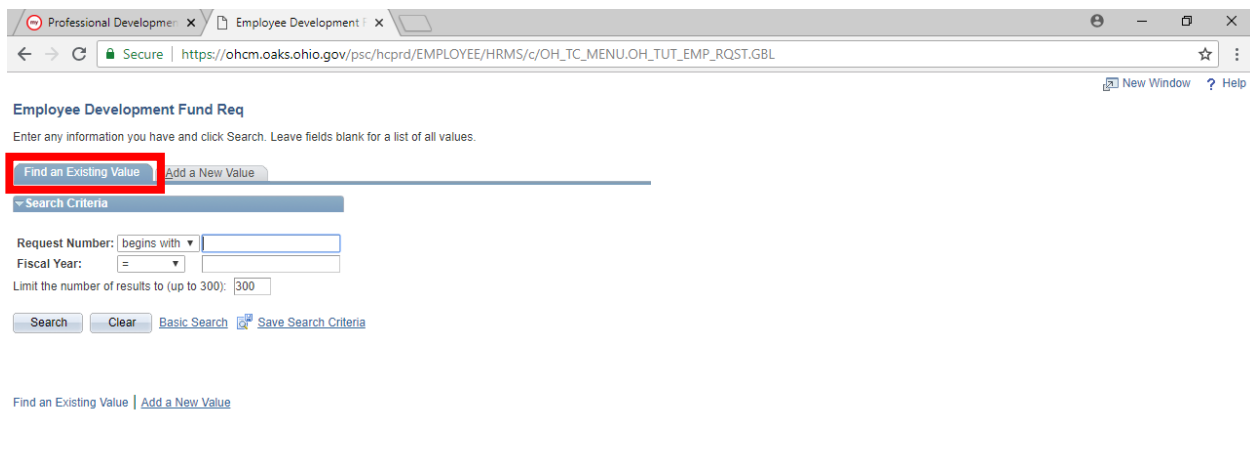


4. Click on **EDF Reimbursement Request**



Once you have followed the navigation to Employee Development Fund Req, the “Tuition Reimbursement Request” form will appear.

Please Note: The **Find an Existing Value** tab is for previous applications entered by an employee in which a previous Request Number has been assigned. The employee also has the option of locating `all applications they have submitted in a given Fiscal Year by entering the year and clicking the **Search** tab.



5. In order to enter a new application, first, click on **Add a New Value** tab. Here, the Request Number, Empl ID, and the Union Code will automatically populate. Next, click the **Add** tab to enter a new application.

Employee Development Fund Req

[Find an Existing Value](#)

[Add a New Value](#)

Request Number:

Empl ID:

Union Code:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Employee Development Fund Req page will appear. This is the EDF form you will key in all relevant information regarding your reimbursement.

6. Click on the [magnifying glass](#) icon next to the [Course Provider](#) Box.

Disbursement of funds is contingent on the availability of funds

Course Information

Request Number Request Status

Course Provider [🔍](#)

Fiscal Year

*Fund [🔍](#)

*Program [🔍](#)

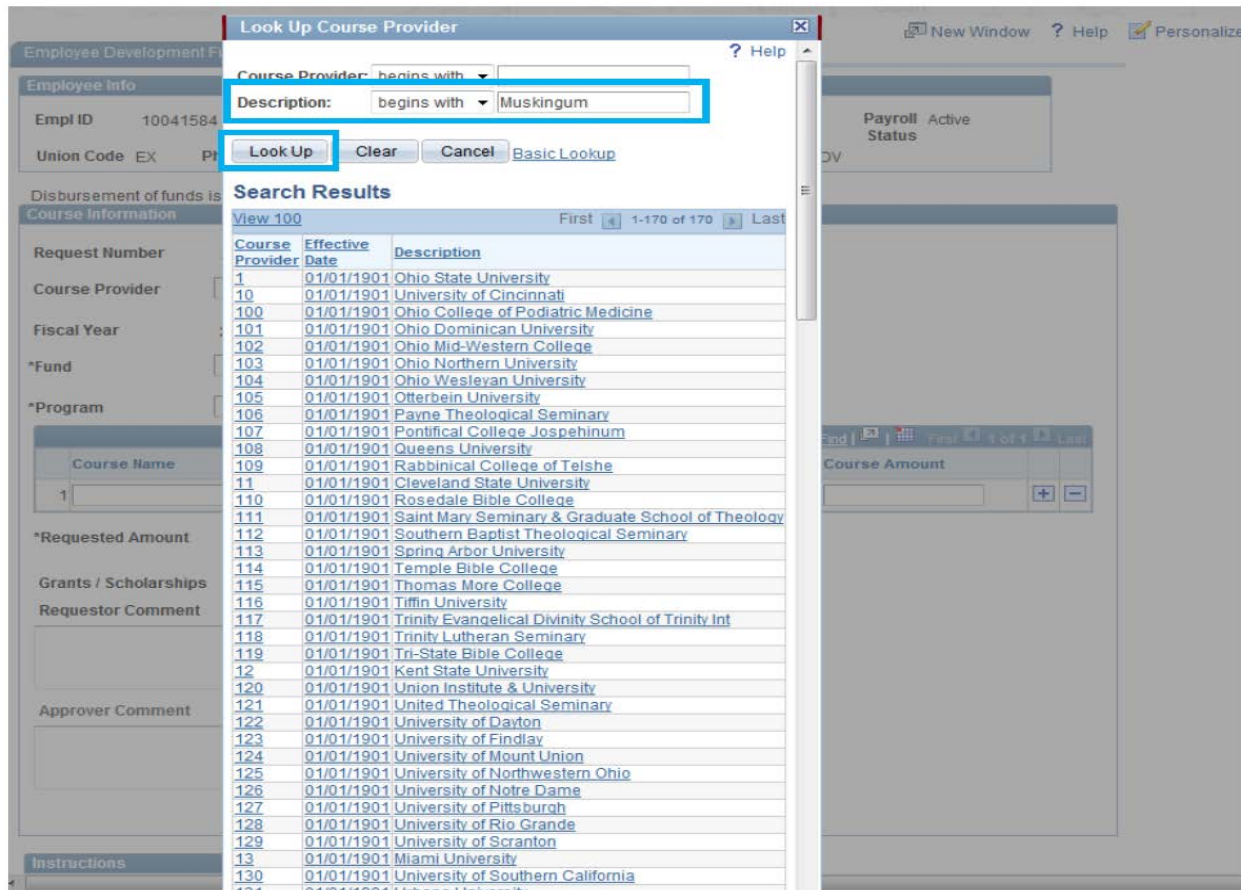
	Course Name	Begin Date	End Date	Course Amount		
1	<input type="text"/>	<input type="text"/> 📅	<input type="text"/> 📅	<input type="text"/>	+	-

*Requested Amount

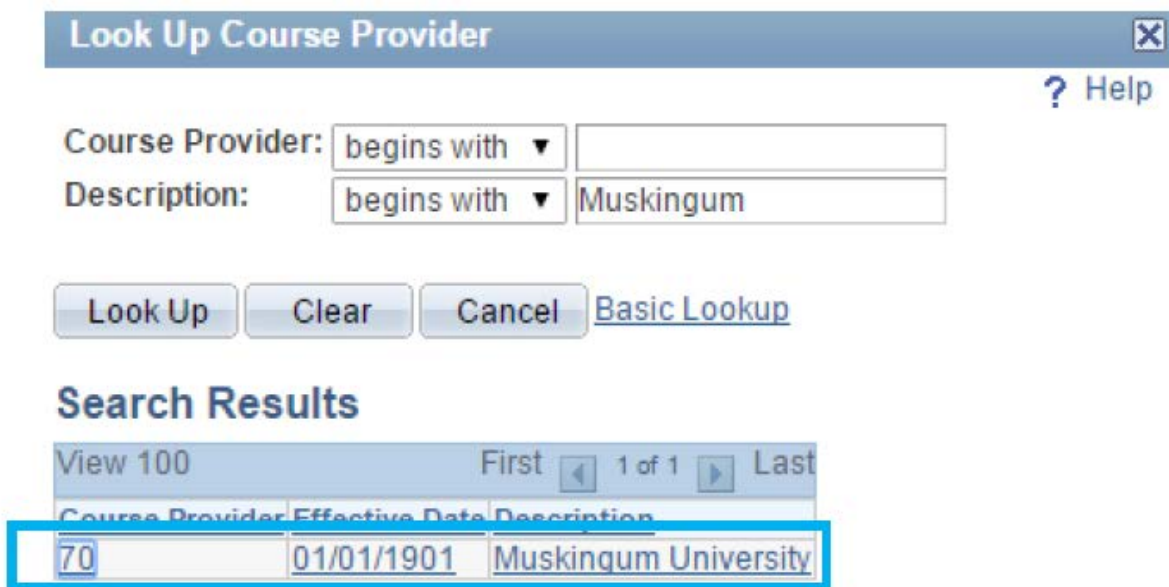
Grants / Scholarships

A list of accredited colleges and universities will appear.

7. In [Description](#), type in the name of the provider and click [Look Up](#).



8. Select the **Course Provider** needed.



Please note: If your provider does not show up in the list of providers after clicking on **Look Up**,

click on the Description drop down and click on **contains** and retype the provider's name and click **Look Up** again.

The dialog box titled "Look Up Course Provider" contains two input fields. The first is labeled "Course Provider:" with a dropdown menu set to "begins with" and an empty text box. The second is labeled "Description:" with a dropdown menu set to "contains" (highlighted with a blue box) and an empty text box. Below the fields are buttons for "Look Up", "Clear", and "Cancel", followed by a link for "Basic Lookup". A "? Help" link is located in the top right corner.

9. Click on the magnifying glass icon next to the ***Fund** Box.

Disbursement of funds is contingent upon the availability of funds

The "Course Information" form displays the following details: Request Number 1, Request Status In Progress, Course Provider 70, Fiscal Year 2016, Muskingum University, *Fund (with a magnifying glass icon highlighted in blue), and *Program. Below this is a table with columns for Course Name, Begin Date, End Date, and Course Amount. The table contains one row with a magnifying glass icon next to the Course Name field. At the bottom, there are input fields for *Requested Amount and Grants / Scholarships.

Course Name	Begin Date	End Date	Course Amount
1			

10. Select **Event Fund** or **Tuition Fund**.

Look Up Fund [X] ? Help

Union Code: EX
Fiscal Year: 2016
Tuition Fund: begins with []

[Look Up] [Clear] [Cancel] [Basic Lookup](#)

Search Results

View 100 First [] 1-2 of 2 [] Last

Union Group	Tuition Fund	Description
EXMP	EVI	Event Fund
EXMP	TUI	Tuition Fund

11. Click on the magnifying glass icon next to the ***Program** Box.

Disbursement of funds is contingent upon the availability of funds

Course Information

Request Number [] Request Status In Progress

Course Provider [70]

Fiscal Year 2016 Muskingum University

*Fund [] [magnifying glass]

*Program [] [magnifying glass]

Course Name	Begin Date	End Date	Course Amount
1 []	[] [B]	[] [B]	[] [] []

*Requested Amount []

Grants / Scholarships []

12. Select reimbursement type ([Event](#), [Tuition](#)).

Look Up Program [X] [?] Help

Union Code: EX
Fiscal Year: 2016
Tuition Fund: EVT
Tuition Program: begins with []

[Look Up] [Clear] [Cancel] [Basic Lookup](#)

Search Results

View 100 First [] 1 of 1 [] Last

Union Group	Tuition Program	Description
EXMP	E	Event

13. Enter the name of the course being submitted in the [Course Name](#). Click on the [Begin and End date drop downs](#) to enter the course start and end period. Enter the requested [amount](#) of the reimbursement.

Disbursement of funds is contingent upon the availability of funds

Course Information

Request Number 1 Request Status In Progress

Course Provider 70

Fiscal Year 2016 Muskingum University

*Fund EVT Event Fund

*Program E Event

Course Name	Begin Date	End Date	Course Amount
1 Accounting 101	05/01/2015	06/30/2015	1200

*Requested Amount

Grants / Scholarships

Requestor Comment

Approver Comment

Please note: For multiple courses click the **Plus Button** at the end of each entry. Enter **Grants/Scholarships** and **Requested Amount**.

Disbursement of funds is contingent upon the availability of funds

Course Information

Request Number 1 Request Status In Progress

Course Provider 70

Fiscal Year 2016 Muskingum University

*Fund EVT Event Fund

*Program E Event

Course Name	Begin Date	End Date	Course Amount
1 ACCOUNTING 101	05/01/2015	06/30/2015	1200.000
2 BOOK FEE	05/01/2015	06/30/2015	150.000
3 INTRO TO COMPUTER APPS AND CONCEPTS	05/01/2015	06/30/2015	1200.000
4 LAB FEE	05/01/2015	06/30/2015	150.000

*Requested Amount 1500.000

Grants / Scholarships 1200.000

Requestor Comment

Approver Comment

14. To attach documents, click on **Add Attachment**.

Personalize Find First 1-4 of 4 Last					
	Course Name	Begin Date	End Date	Course Amount	
1	ACCOUNTING 101	05/01/2015	06/30/2015	1200.000	+ -
2	BOOK FEE	05/01/2015	06/30/2015	150.000	+ -
3	INTRO TO COMPUTER APPS AND CONCEPTS	05/01/2015	06/30/2015	1200.000	+ -
4	LAB FEE	05/01/2015	06/30/2015	150.000	+ -

*Requested Amount

Grants / Scholarships

Requestor Comment

Approver Comment

Instructions

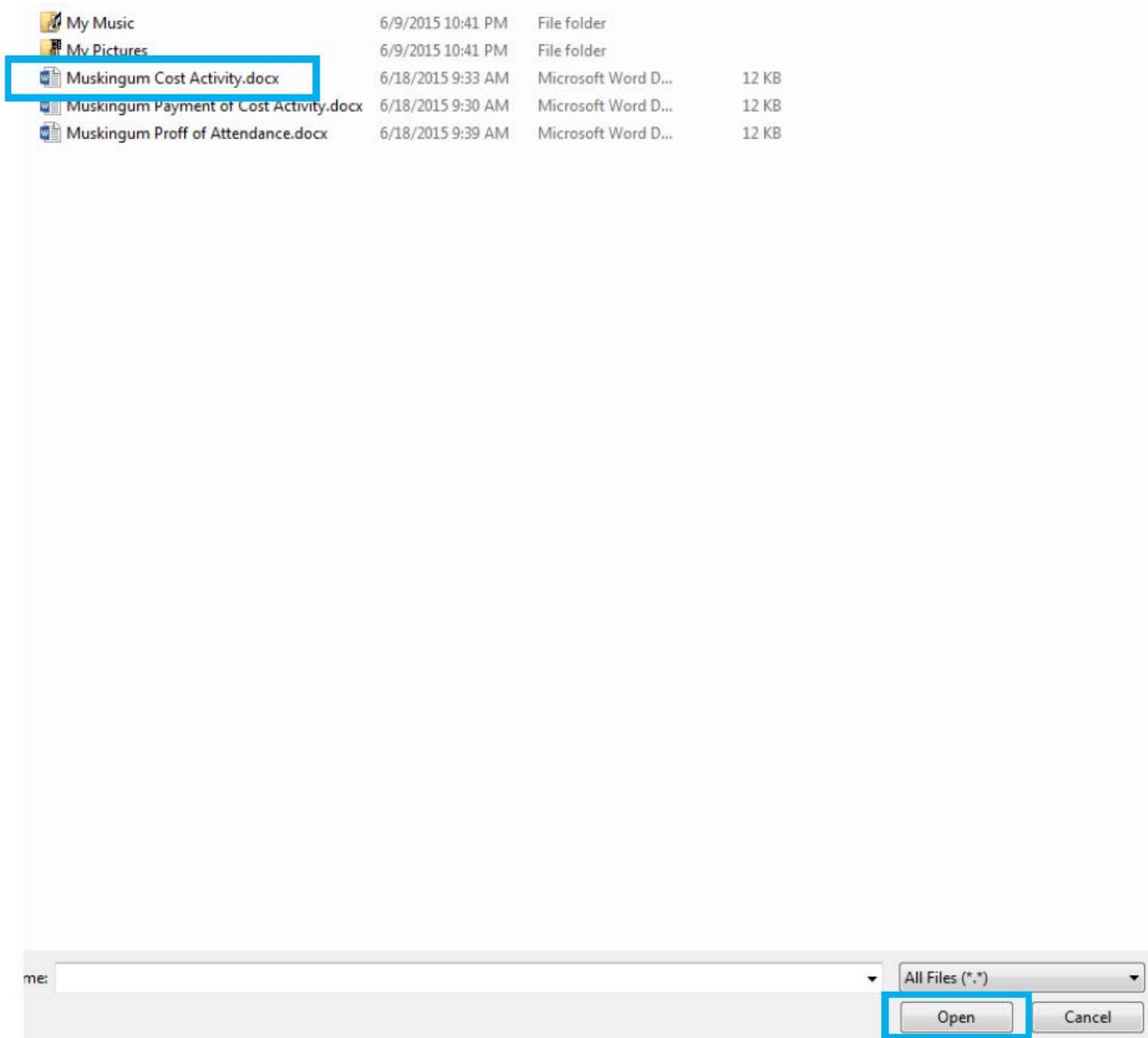
Please enter appropriate amounts and choose using lookups where appropriate. [Instruction Document](#)

Personalize Find First 1 of 1 Last		
	View Attachment	Attachment
<input type="checkbox"/>	1 View Attachment	

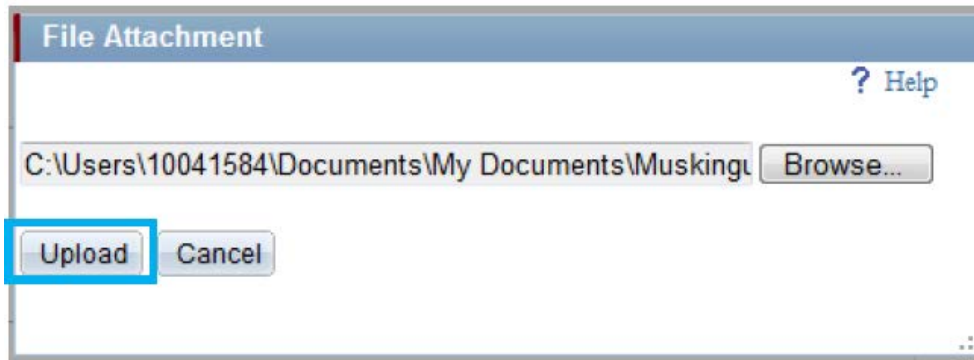
15. Click **Browse**.

File Attachment ? Help

16. Highlight the **document** you want to attach. Click **Open**.



17. Click **Upload**.



Please note: For multiple documents repeat Steps 12, 13, 14 and 15. Attachments can be viewed prior to submission. Once the application is submitted the attachments will no longer be available to view until the application has been approved or pushed back for further information.

18. Click on [Save](#) then click [Submit](#). To delete an attachment check the box for the attachment you would like to delete and click [Delete Attachment](#). **Please note: you MUST click Save before Submit.**

	View Attachment	Attachment
<input type="checkbox"/>	1 View Attachment	Muskingum_Payment_of_Cost_Activity.docx

Add Attachment

Delete Attachment

Submit

Last Update By

Last Update Date/Time

Save

Notify

Refresh

Please note: Once submitted, [Add Attachment](#), [Delete Attachment](#) and [Submit](#) will grey out and the [Last Update by](#) and [Last Update Date/Time](#) will be updated.

Personalize | Find | | First 1 of 1 Last

	View Attachment	Attachment
<input type="checkbox"/>	1 View Attachment	Muskingum_Payment_of_Cost_Activity.docx

Add Attachment

Delete Attachment

Submit

Last Update By 10041584
Last Update Date/Time 06/26/15 6:45:45PM

Save

Notify

Refresh