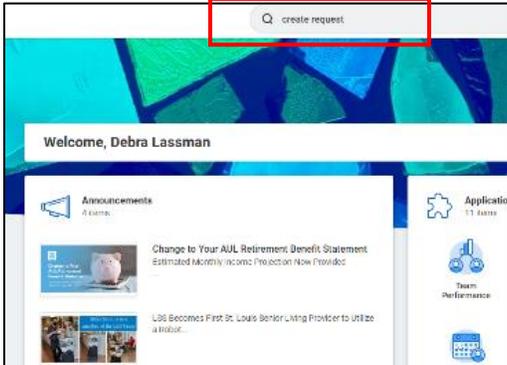
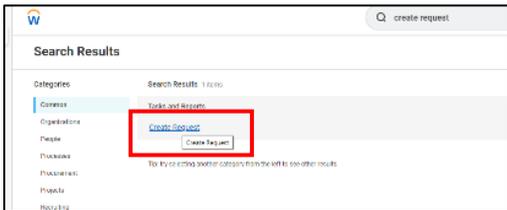


To Submit a Request

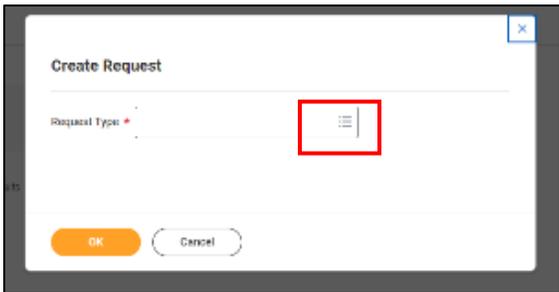
1. Login to Workday.
2. In the Search Bar at the top of the screen type in **Create Request**.



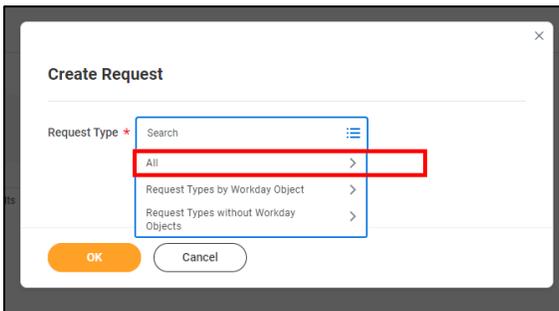
3. Click the **Create Request** Link.



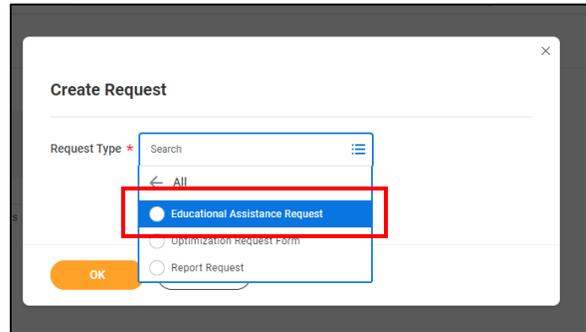
4. Click the Menu icon behind the **Request Type** field.



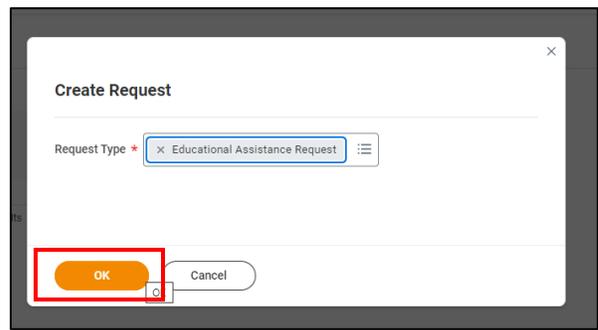
5. Select the Arrow behind **All**.



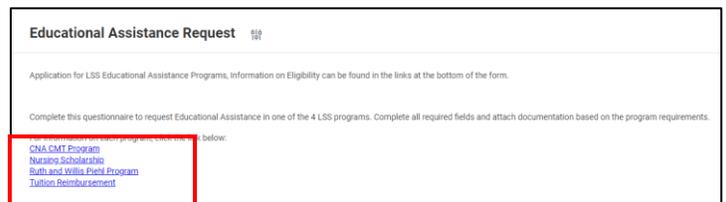
6. Select **Educational Assistance Request**.



7. Click OK



The questionnaire will display. If you need additional information about any of the Educational Assistance programs, click on the links for additional information.



8. Complete the questionnaire making sure to answer all required fields.

The screenshot shows the 'Educational Assistance Request' form. It includes fields for 'Program Name (Required)', 'LSS ID# (Required)', 'LSS ID# (Required)', 'LSS ID# (Required)', and 'LSS ID# (Required)'. Below these are sections for 'Program Type (Required)' with radio buttons for 'Newly Enrolled', 'Tuition Reimbursement', 'PIA/CMT', and 'CNA/CMT Program'. There are also sections for 'Class Start Date (Required)', 'Class End Date (Required)', and 'Class Cost of Tuition (Required)'. A 'Submit' button is visible at the bottom.

9. Select the documents that you are required to attach to your request.

This screenshot shows the 'I am attaching documentation showing' section of the form. A search dropdown menu is open, listing options: 'Enrollment in the educational class and/or program', 'Cost of Tuition that I am responsible for paying', and 'Costs of materials/supplies/fees/etc, if applying for either the CNA/CMT or PIA/CMT Awards program'. The 'Submit' button is highlighted with a red box.

10. Click Select Files or Drag the files to the Attachments section.

The screenshot shows the file upload section of the form. A search dropdown menu is open, listing options: 'Enrollment in the educational class and/or program', 'Cost of Tuition that I am responsible for paying', and 'Costs of materials/supplies/fees/etc, if applying for either the CNA/CMT or PIA/CMT Awards program'. A 'Drop Files Here' area is visible with a 'Select Files' button. The 'Submit' button is highlighted with a red box.

11. The attached document icons will display.

This screenshot shows the 'Attachments on completion of this request are required' section. Two document icons are displayed: 'Historically Enrolled Verification.docx' and 'Historically Tuition Statement.docx'. The 'Submit' button is highlighted with a red box.

12. Acknowledge that you have read and fully understand the terms and conditions of the policy for the specific LSS educational assistance program for which you are applying.

13. Acknowledge the Repayment Policy.

The screenshot shows the 'Policy Acknowledgment' section of the form. It includes a 'Yes, I acknowledge that I agree to comply with all requirements in the applicable policies' radio button, which is selected. Below it is the 'Acknowledgment of Repayment Policy' section with a 'Yes, I hereby authorize LSS, should I fail to comply with any requirements stated in the Training Scholarship Program and/or Tuition Reimbursement policies, to deduct any financial amount received for this program from my remaining and future payroll(s); and I agree to pay back any amounts remaining owed to LSS beyond expiration of employment in accordance with the program's policy.' radio button, which is also selected. The 'Submit' button is highlighted with a red box.

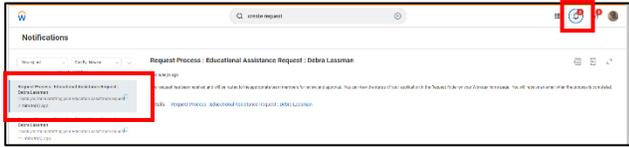
14. Click Submit

15. You will receive a notification that your request has been submitted.

Your request has been submitted to your manager for approval. Your manager, HR Director, Executive Director, and/or the home office benefits team (i.e.

When Your Request is Approved by the Home Office Benefits Team

1. You will receive a Notification in Workday that your Request has been approved.



If your Request is not Approved

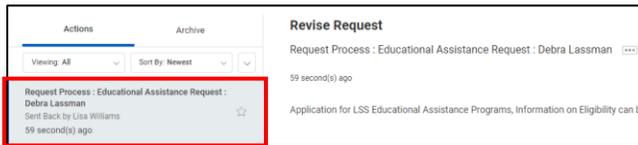
1. You will receive a notification in Workday that your request has not been approved.



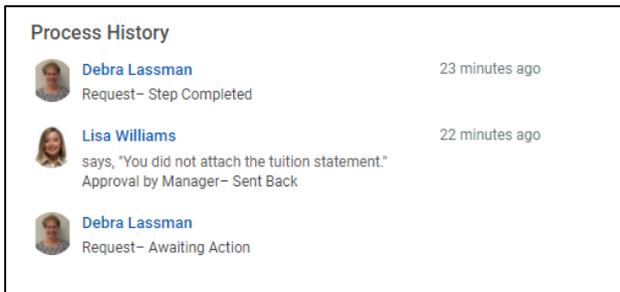
2. See your HR team for more details.

If Your Request is Sent Back to You

1. You will receive an email in your Workday Inbox that your Request has been sent back.



2. Select the email.
3. The request and answers you submitted are displayed on the screen.
4. Scroll to the bottom of the request to see the Process History where you can see the reason your manager has sent it back to you.
5. Complete the missing information in your request.



6. Click Submit to send it back to your manager.