



UNIVERSITY *of* VIRGINIA  
***2016 Education Benefits Program***

THE BEAUTIFUL THING  
ABOUT LEARNING  
IS THAT  
NO ONE CAN TAKE IT AWAY  
FROM YOU.

BB KING

# Education Benefits



Used for academic degrees or courses at accredited institutions, certificates, professional certifications and licenses, as well as personal enrichment courses at approved organizations.

**Central funding** - Designed to provide employees with financial support for education, vocational and professional development.

**Departmental funding** – Designed to provide employees with additional educational funding, but determined by department.

Primary purpose is to support full-time employees who are part-time students, although part-time salaried employees are eligible as well.

# Education Benefits



- Each calendar year from January 1-December 31, eligible benefitted employees will have access up to \$2,000 from a central University fund for central education benefits.
- In addition, Schools and Departments may provide additional departmental funds to eligible employees.
- The total number of credits per standard semester whether departmentally or centrally funded may not exceed 7 undergraduate or 6 graduate credits. Exceptions can be requested through the relevant VP and Human Resources.



## Education Benefits

- Academic courses in a college or university setting must be taken for credit. No auditing is permitted.
- All education benefits (central and departmental) received in a calendar year that exceed \$5,250 are taxable. Taxes will be withheld from employee's pay in the appropriate tax year.
- Full-time classified, university staff, faculty, and post-doctoral fellows must seek supervisor approval to attend a class during work hours.
- Adjunct faculty and part-time employees must take classes during non-work hours.

# Employee Eligibility

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## **Centrally Funded Education Benefits:**

- Full and part-time benefitted employees who have had at least 1 year of benefits-eligible service. Part-time benefitted employees must work at least 20 hours a week or 50% effort.
- Benefits-eligible service is measured from date of hire to first day of course.

## **Departmentally Funded Education Benefits:**

- Full and part-time benefitted employees after 90 days of benefit-eligible service.  
Part-time benefitted employees must work at least 20 hours a week or 50% effort.
- Adjunct faculty, post-doctoral fellows and temporary employees are also eligible after 90 days of service.

# Course Requirements



**Courses or degree programs must meet at least one of the criteria:**

- Relate to current job duties
- Support the Employee “Learning and Career Development Plan” section of the employee’s EWP
- Is required for a job-related degree program (all undergraduate degree programs are considered job-related)
- Is required for career development preparation, job-related professional certification or license
- Provide new knowledge and skills to enhance job performance, career development and or support UVA’s mission
- Enhance UVA’s ability to respond to current and future needs



# Course Eligibility



## What is covered:

- Academic courses to pursue degree, certification, CEU's or credits.
- Tuition, registration, exams, and laboratory fees



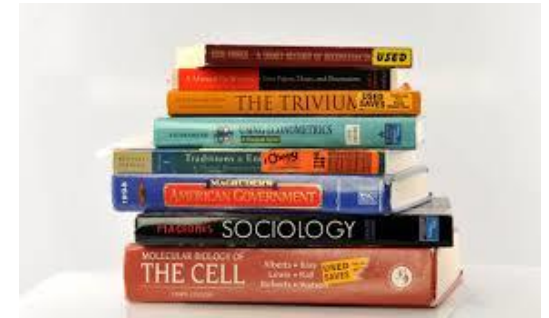
## Examples of “Approved” education benefits

- ❖ Language courses – UVA, PVCC, Speak, Alliance Francaise, and other universities
- ❖ Academic and personal enrichment courses – UVA, School of Continuing and Professional Studies, PVCC, McGuffey Art Center, other universities
- ❖ ESL and GED, literacy and related classes - Albemarle County, Charlottesville City, other regions
- ❖ Vocational studies, trades, technical, and technology courses – PVCC, Albemarle County, variety of online courses.
- ❖ Professional certification, CEU's, etc.



# What is not covered:

- Not intended to cover workshops or professional conferences, which are more appropriately funded at the Department level. However, if CEU's or certification can be obtained, these events will be given consideration.
- Drop fees, application fees, special course fees and expenditures for books or study materials.
- Courses at unaccredited institutions
- Food, lodging, and travel are excluded.





# How do I apply for Education Benefits?

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- Discuss the course with supervisor if course is during work hours.
- Log onto Benefits@ at [www.hr.virginia.edu](http://www.hr.virginia.edu) and select “Education Benefit” and complete entire form and submit.

[Benefits@UVa](http://www.hr.virginia.edu)

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Mid-Year Changes		Current Benefits		Dependents		Proof		History		Impersonate		Logout	
Health	Dental	Vision	FSA	HSA	TDSP	<b>Education</b>	Total Comp						

## Education

### Education Completion Documentation

In order to request educational funding you must be able to provide documentation of successful completion.

I will be able to provide documentation:

### Education Information

Will the course or degree program meet at least one of the following criteria? (check all that apply)

- Related to Current Job Duties
- Support the "Employee Learning and Career Development Plan" section of the Lead@UVA
- Are required for a job-related degree program (all undergraduate degree programs and courses are considered job-related)
- Are required for career development preparation, job-related professional certification or license
- Provide new knowledge and skills to enhance job performance, career development and/or support UVA's mission
- Enhance UVA's ability to respond to current and future needs

### Course

**Course Number:**

**Course Title:**

**Credit Type:**

**Course Credits:**

**Tuition Cost:** \$

### Course/Tuition Details

# Education

## Course/Tuition Details

Are courses part of a degree program?:

Are courses part of a certification?

Semester:

Course Start Date:

Course End Date:

Are you taking classes at UVA?:

## Payment

Central Funding Amount:

\$

If you are using department funding or taking a course during normal business hours your supervisor will be notified

Department Funding:

\$

Hours away from work:

PTAO:

Supervisor's computing Id:

## Acknowledgement

I acknowledge that my submission of this online form using the combination of my UVA computing ID and Netbadge password is my electronic signature for purposes of signing this online form.

Submit changes [Cancel](#)

## **Once you have submitted your education benefit request:**

- 1) Your request will be reviewed by central Human Resources Department. It will either be approved, denied or returned for more information. You will be emailed with the result.
- 2) You will receive the Education Benefit funds in the following paycheck (based on payroll processing end dates). Please allow up to 2 pay cycles for processing.
- 3) Use the education benefit payment to enroll and pay for the course.
- 4) You will be required to provide proof of payment and proof of successful completion within 30 days after you complete the course.

# Education benefit deadlines



- Submitted at least one week before payroll deadline in order to be considered for a particular pay period.
- At end of a calendar year, education benefits must be submitted no later than December 15 to be considered for the current year's education benefit limits.
- If a class is beginning the following month of January and education benefit is submitted no later than December 15, an employee may be allowed to use their current year's remaining education balance for the January course.

*Example: Employee used \$1800 of their education benefit during the current year and submits a request for \$400 for a class starting in January. We would approve \$200 to complete their \$2000 allotment and apply on their next paycheck. We would approve the additional \$200 for their first paycheck in new year (and toward their new allotment for the new year).*

# Compliance



- Employees are expected to register, attend, and satisfactorily complete the education .
- Employees who take a class for a grade, must receive a C- or better, pass or credit. For all other educational opportunities, an employee must be able to provide satisfactory successful completion.
- The central Human Resources Department will routinely conduct audits to ensure eligibility and program compliance. An employee will be required to repay the Education Benefit for the cost and/or lose eligibility for further assistance until repayment is made if the employee:
  - Does not satisfactorily complete the course with a C- or better
  - Does not satisfactorily finish - an Incomplete
  - Fails to successfully complete a course, certificate or license
  - Course was cancelled and employee unable to take course
- Since payment of education benefit is paid through direct deposit, if an employee has to repay the education benefit, it should be done through direct deposit deduction on the appropriate pay period. Employees should notify Human Resources when this occurs.

# BENEFITS@UVA

Mid-Year Changes	Current Benefits	Dependents	Proof	History				
Health	Dental	Vision	FSA	HSA	TDSP	Education	Total Comp	



Action Needed. Upload Documentation.

Education - Marketing Strategy Certificate Action Needed

### Mid-Year Event Change

<b>Health</b> Go to Health	<b>Dental</b> Go to Dental	<b>Vision</b> Go to Vision	<b>FSA</b> Go to FSA
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### Anytime changes

<b>HSA</b> Go to HSA	<b>TDSP</b> Go to TDSP	<b>Education</b> Go to Education	<b>Total Comp</b> Go to Total Comp
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# How to upload proof documents

Browser address bar: <https://benefits.sites.virginia.edu/History/Index/36298>

Navigation tabs: UVA Human Resources, History

Page Header: File Edit View Favorites Tools Help

Page Sub-Header: Welcome to the SHRM Ce... Suggested Sites Web Slice Gallery Next set of stories UVA Human Resources

Logo: BENEFITS@UVA

Menu: Mid-Year Changes Current Benefits Dependents Proof History

Sub-Menu: History Affidavits & Authorizations Archive

### Your Plans

To view plan details select a date.

- Dental
  - 3/6/2014
- Education
  - 4/10/2015**
- FSA
  - 3/6/2014
- Health
  - 3/6/2014
- Life
  - 3/6/2014
- TDSP
  - 3/21/2014
  - 3/7/2014
- Vision
  - 3/6/2014

### Education Plan - Friday, April 10, 2015 11:11 AM

#### Upload Education Proof

Cost Document:  Upload Proof

Completion Document:  Upload Proof

**Submit Proof**

### Plan Information

Reference #:	36298
Job Related:	Yes
Supports EWP:	Yes
Required For Degree:	No
Career Development:	No
New Knowledge:	Yes
Enhances U Va:	Yes
Part Of Degree:	No
Part Of Certification:	Yes
Certification Name:	Marketing Strategy Certificate
Expected Completion Date:	12/30/2015
Semester:	Summer
Course Start Date:	5/11/2015
Course End Date:	9/30/2015
Taking UVa Classes:	No
Institution:	Cornell University
Course Number:	MKTC02
Course Title:	Marketing Strategy Certificate
Credit Type:	Not For Credit
Tuition Cost:	\$3,600.00
Central Funding Amount:	\$2,000.00

### Event Information

Status:	Approved -Awaiting Proof
Event:	No Event





Inquiries about education benefits or questions on why education benefits were denied should be submitted to [askhr@virginia.edu](mailto:askhr@virginia.edu)

Previous “approvals” of education benefits do not guarantee future approvals for the same or similar education benefit requests.