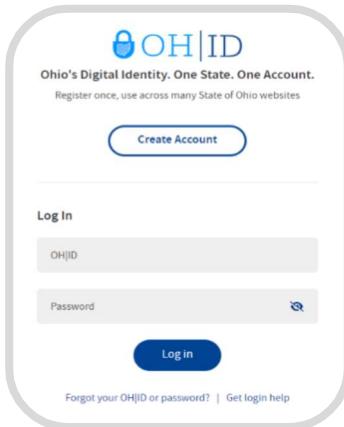


# Employee Development Fund

## Entering a Request for Reimbursement

### Step 1: Log Into MyOhio

Sign into [myOhio.gov](https://myohio.gov):



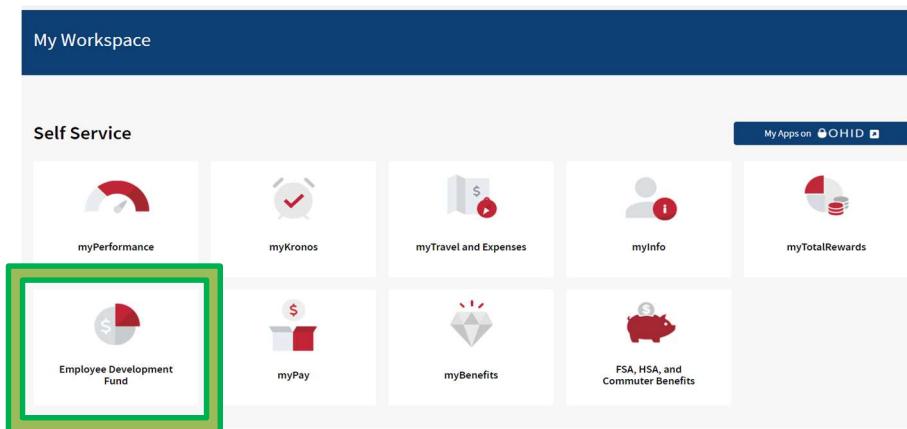
### Step 2: Navigate MyOhio

From the landing page, select the “My Workspace” menu:



### Step 3: Tour of the EDF Reimbursement Request Tool

From the My Workspace page, scroll to find the Employee Development Fund tile. Click the tile to open the Employee Development Fund Req page.



# Employee Development Fund

## Entering a Request for Reimbursement

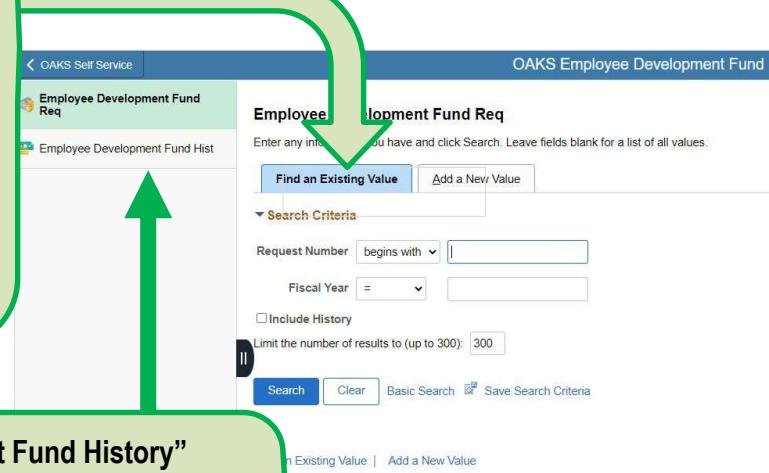
The Employee Development Fund's reimbursement request form appears on this page.

**Note** = the form automatically opens on the "Find an Existing Value" tab so it's convenient to find requests you've previously submitted.

The "Find an Existing Value" tab provides you access to the requests you previously entered and which a Request Number has been assigned (except for Requests that currently have a "Submitted" status).

- Narrow your results by entering the year
- Click the **Search** button

**"Employee Development Fund History"**  
accessed from the left of the page  
provides another way to see both your  
history & Requests which are in a  
"Submitted" status and are not editable.



### Step 4: Add a New EDF Reimbursement Request

To enter a new request, click on the **Add a New Value** tab.

- The Request Number, Employee ID, and Union Code will automatically populate
- Next, click the "Add" button to enter a new request.



The Employee Development Fund Req page is organized into three sections:

- Section 1: Employee Info (Step 5)
- Section 2: Course Information (Step 6)
- Section 3: Instructions for Attachments (Step 7)

Use this form to enter all relevant information regarding your reimbursement request.

# Employee Development Fund

## Entering a Request for Reimbursement

### Step 5: Review Your EDF Budget Amount

**Employee Info** (Section 1) – this section is auto-filled. No action is needed

Employee Info		Phone	Union Group	Current Fiscal Year
Empl ID	Email ID			

Fund Type shows reimbursement funds remaining and used

Fund Type	Budget Amount Remaining	Annual Amount Used	
1 Tuit Fund	0.000	0.000	
Total Budget Remaining	0.000	Total Amount Used	
Disbursement of funds is contingent upon the availability of funds			

### Step 6: Provide the Details of Your Reimbursement Request

**Course Information** (Section 2) – includes 9 fields to complete:

- Field 1: Course Provider
- Field 2: Fund
- Field 3: Program
- Field 4: Course Name
- Field 5: Begin Date
- Field 6: End Date
- Field 7: Course Amount
- Field 8: Grants/Scholarships
- Field 9: Requestor Comment

Approver Comment – no action needed; for administrative use.

#### • Field 1: Course Provider

Course Information	
Request Number	
Course Provider	<input type="text" value="NEW"/> 
Fiscal Year	<input type="text" value="2024"/> 
*Fund	<input type="text"/> 
*Program	<input type="text"/> 

#### Field 1:

Click on the magnifying glass icon next to the Course Provider field to select the type of professional development activity (option availability based on employee job role).

# Employee Development Fund

## Entering a Request for Reimbursement

### Field 1: Course Provider, cont.

Click on the category that applies to the type of reimbursement request; options based on job role.

Course Provider	Effective Date	Description
-----------------	----------------	-------------

- **Field 2: \*Fund** – used to select the type of request

**Course Information**

Request Number	NEW	Request Status	In Progress
Course Provider	<input type="text"/> 		
Fiscal Year	2024		
*Fund	<input type="text"/> 	<b>Field 2:</b> Click on the magnifying glass icon next to the “*Fund” field and select Tuition Fund	
*Program	<input type="text"/> 		

**Look Up Fund**

Union Code	EX	Help			
Fiscal Year	2024				
Tuition Fund	begins with <input type="text"/>				
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Lookup"/>					
<b>Search Results</b> View 100   1-1 of 1   <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Lookup"/>					
<table border="1"> <thead> <tr> <th>Union Group</th> <th>Tuition Fund</th> <th>Description</th> </tr> </thead> </table>			Union Group	Tuition Fund	Description
Union Group	Tuition Fund	Description			

# Employee Development Fund

## Entering a Request for Reimbursement

- **Field 3: \*Program**

Course Information	
Request Number	NEW 
Course Provider	
Fiscal Year	2024 
*Fund	
*Program	

**Field 3:**  
Click on the magnifying glass icon next to the **\*Program** field to select the type of professional development activity.

Select the applicable reimbursement type ('Tuition Program' options vary based on each employee's union group):

Search Results		
Union Group	Tuition Program	Description
View 100		

- **Field 4: Course Name** – enter the applicable name in the field.
- **Field 5: Begin Date** – click the calendar icon to open the drop-down box and select the start date.
- **Field 6: End Date** – click the icon to open the drop-down box and select the date.
- **Field 7: Course Amount** – Enter the requested reimbursement amount in the field.

Row	Course Name	Begin Date	End Date	Course Amount	
1	<input type="text"/>			<input type="text"/>	 

**Field 4:**  
Course Name

**Field 5:**  
Enter Begin Date using the calendar tool

**Field 6:**  
Enter End Date using the calendar tool

**Field 7:**  
Course Amount – enter requested reimbursement amount

# Employee Development Fund

## Entering a Request for Reimbursement

### Field 7: Course Amount, continued

**Option:** Click the **Plus Button** on the right side of each row to add additional rows to the request.

Disbursement of funds is contingent upon the availability of funds

**Course Information**

Request Number	1	Request Status	In Progress
Course Provider	70	Search	
Fiscal Year	2016	Muskingum University	
*Fund	EVT	Event Fund	
*Program	E	Event	

**Course Details**

Course Name	Begin Date	End Date	Course Amount	Actions
1 ACCOUNTING 101	05/01/2015	06/30/2015	1200.00	<b>[+]</b>
2 BOOK FEE	05/01/2015	06/30/2015	150.00	<b>[+]</b>
3 INTRO TO COMPUTER APPS AND CONCEPTS	05/01/2015	06/30/2015	1200.00	<b>[+]</b>
4 LAB FEE	05/01/2015	06/30/2015	150.00	<b>[+]</b>

**Grants / Scholarships**

**Total Requested Amount**

**Requestor Comment**

**Approver Comment**

- **Field 8: Grants/Scholarships** – If it applies, enter the appropriate amount in the field.
- **Field 9: Requestor Comment** – space to add notes or additional information.

**Note:**

**Approver Comment** – no action needed; this field is for administrative use.

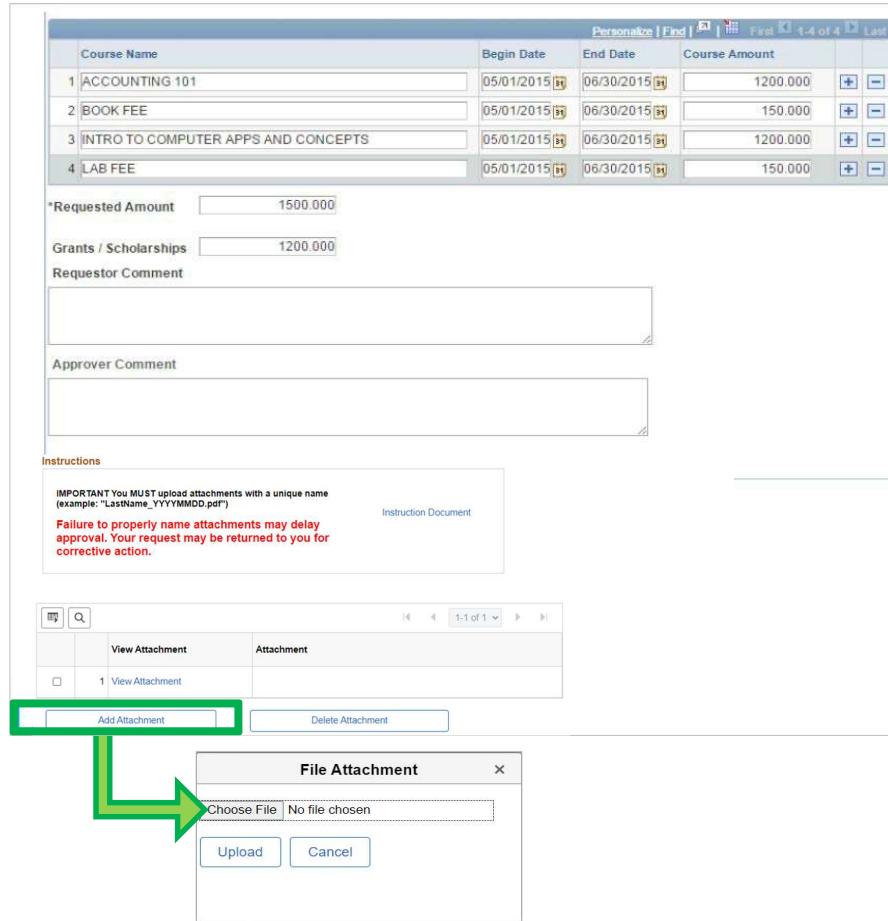
# Employee Development Fund

## Entering a Request for Reimbursement

### Step 7: Add Attachments

Instructions (for Attachments) Section 3 – use this section to share the documentation that supports your reimbursement request:

- Attached required documents by clicking the “Add Attachment” button to open the “File Attachment” selection dialogue box.



The screenshot shows a web-based application for entering a reimbursement request. At the top, there is a table with course information:

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

Below the table, there are input fields for:

- \*Requested Amount: 1500.000
- Grants / Scholarships: 1200.000
- Requestor Comment: (empty text area)
- Approver Comment: (empty text area)

Instructions:

IMPORTANT You MUST upload attachments with a unique name (example: "LastName\_YYYYMMDD.pdf")  
Failure to properly name attachments may delay approval. Your request may be returned to you for corrective action.

Instruction Document

At the bottom, there is a list of attachments:

View Attachment	Attachment
<input type="checkbox"/>	1 View Attachment

Buttons: Add Attachment (highlighted with a green box), Delete Attachment.

A green arrow points from the 'Add Attachment' button in the main form to the 'Choose File' input field in the 'File Attachment' dialog box.

**Important:** FYI = the EDF Reimbursement tool saves all attachments in the same location. For your documents to be correctly aligned to your request, you must upload them using a unique name. If your documents need to be renamed, you will need to complete this action prior to selecting them via the attachment process. Examples of how your file could be named include:

- LastName\_YYYYMMDD.pdf
- SOUID\_Certificate\_of\_Completion

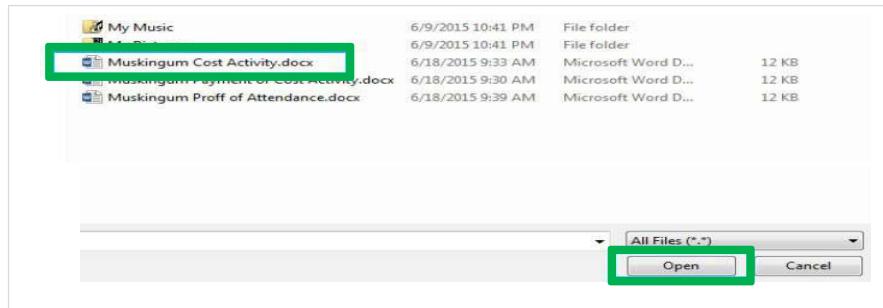
Failure to uniquely name your attachments can result in a delay of approval. Your request may be returned to you to make corrections/updates.

# Employee Development Fund

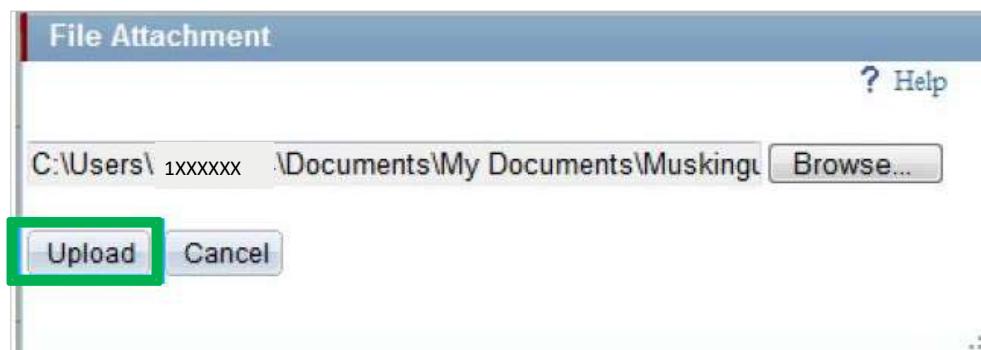
## Entering a Request for Reimbursement

### Step 7: Add Attachments, continued

- Select the document you want to attach. Click the “Open” button.



- Click “Upload.”



#### Note:

- For multiple attachments, repeat **Step7**.
- Attachments can be viewed prior to submission.
- Once the request is submitted the attachments you uploaded will no longer be available to view until the request has been approved or pushed back for further information.
- **Delete an Attachment** – check the box for the attachment you would like to delete and click **Delete Attachment**.



# Employee Development Fund

## Entering a Request for Reimbursement

### Step 8: Save and Submit

You MUST click Save at the bottom of the screen before clicking the Submit button.

The diagram illustrates the sequence of steps for saving and submitting a reimbursement request. Step 1, indicated by a box and a green arrow, points to the 'Save' button in the bottom toolbar. Step 2, indicated by a box and a green arrow, points to the 'Submit' button in the main content area. The main content area shows a list of attachments, with one item selected and a 'View Attachment' link. Below the attachments are 'Add Attachment' and 'Delete Attachment' buttons. The 'Submit' button is located in the main content area, below the attachments.

**Note:** Once submitted:

- The Add Attachment, Delete Attachment, and Submit buttons will deactivate.
- The "Last Update By" and "Last Update Date/Time" fields will be updated.

The screenshot shows the application interface after the 'Save' button has been clicked. The 'Save' button is highlighted with a green box. The 'Last Update By' and 'Last Update Date/Time' fields are also highlighted with green boxes, showing the updated information. The 'Submit' button is at the bottom of the page.