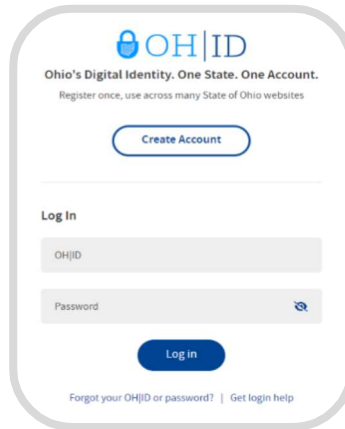


Employee Development Fund

Entering a Request for Reimbursement

Step 1: Log Into MyOhio

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



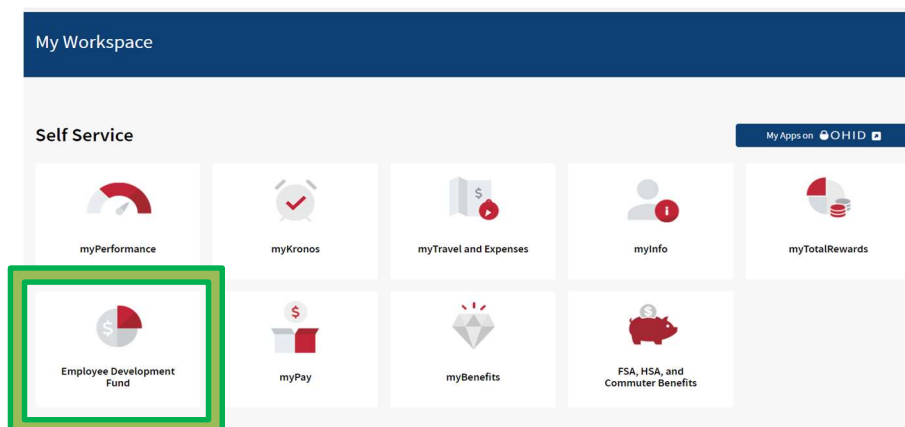
Step 2: Navigate MyOhio

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

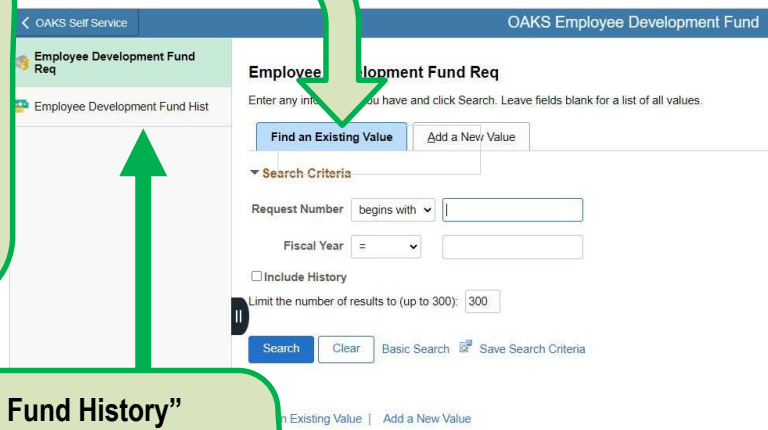
Entering a Request for Reimbursement

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

Empl ID	Phone
Email ID	Union Group
	Current Fiscal Year

Fund Type	Budget Amount Remaining	Annual Amount Used
1 Tuition Fund	0.000	0.000
Total Budget Remaining	0.000	Total Amount Used 0.000

Disbursement of funds is contingent upon the availability of funds

Fund Type shows reimbursement funds remaining and used

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	NEW
Course Provider	<input type="text"/>
Fiscal Year	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
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- Field 2: *Fund – used to select the type of request

Course Information

Request Number

NEW

Request Status

In Progress

Course Provider

i

Q

Fiscal Year

i

2024

*Fund

i

Q

*Program

i

Q

Field 2:
Click on the magnifying glass icon next to the “*Fund” field and select Tuition Fund

Select
Tuition Fund.

Look Up Fund ×

Union Code

EX

Fiscal Year

2024

Tuition Fund

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100 ◀ ▶ 1-1 of 1 ▶ ▶

Union Group	Tuition Fund	Description
-------------	--------------	-------------

Employee Development Fund

Entering a Request for Reimbursement

- Field 3: *Program

Course Information

Request Number: NEW Request Status: In Progress

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 Clear Cancel Basic Lookup

Search Results

View 100 1-4 of 4

Union Group	Tuition Program	Description

- 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.

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

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

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

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	+

Grants / Scholarships 1 500.000

Total Requested Amount 2

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.

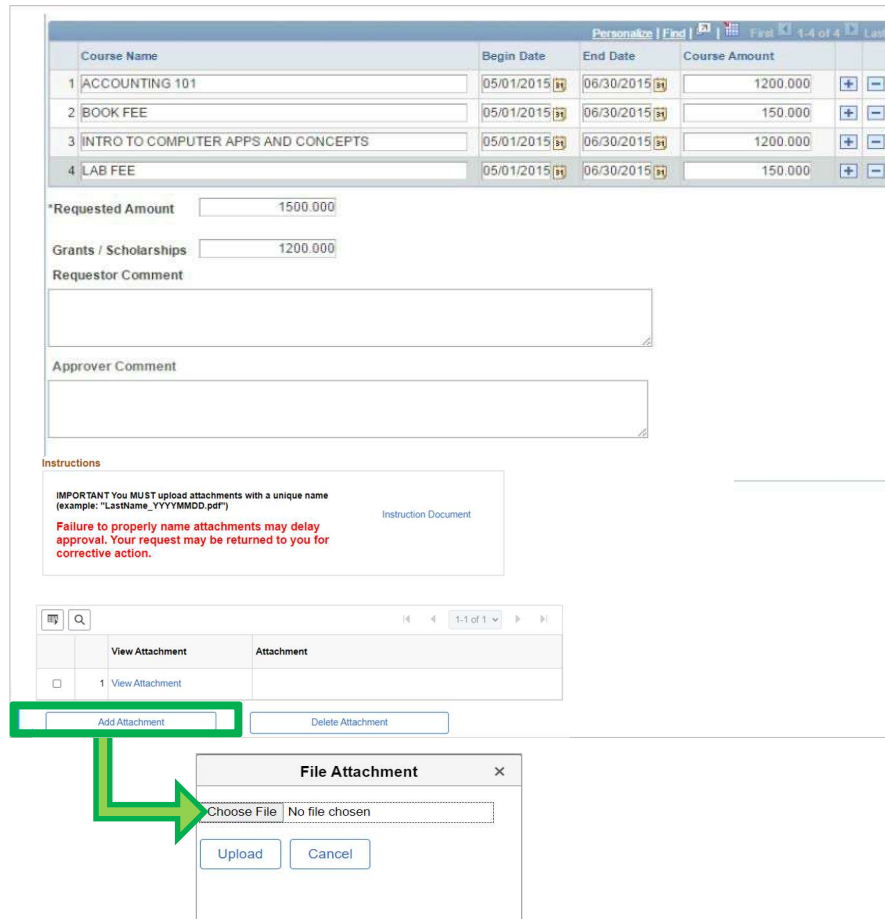
Employee Development Fund

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 the 'Add Attachments' section of the EDF Reimbursement tool. It includes a table with columns for Course Name, Begin Date, End Date, and Course Amount. Below the table are fields for Requested Amount, Grants / Scholarships, Requestor Comment, and Approver Comment. An 'Instructions' box provides important information about naming attachments. At the bottom, there is a list of attachments and a green box highlighting the 'Add Attachment' button. A green arrow points from this button to a 'File Attachment' dialog box that prompts the user to 'Choose File' and provides 'Upload' and 'Cancel' buttons.

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

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.

View Attachment
1 View Attachment

Add Attachment
Delete Attachment

File Attachment
Choose File: No file chosen
Upload Cancel

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

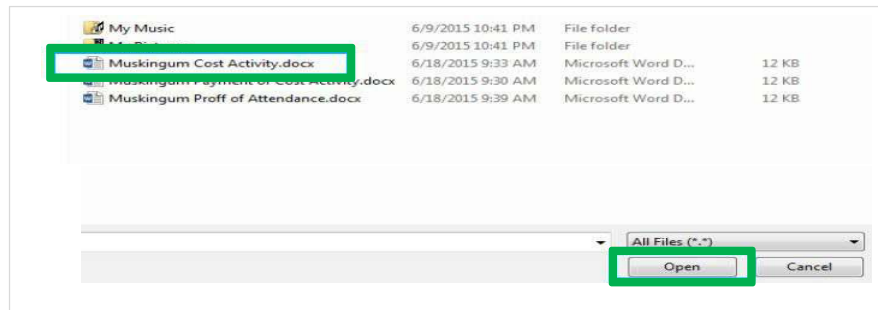
Failure to uniquely name your attachments can result in a delay of approval. Your request may be returned to you to make corrections/updates.

Employee Development Fund

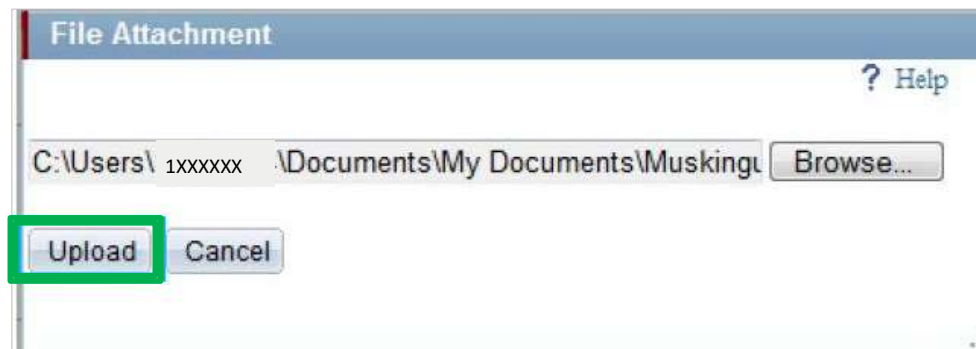
Entering a Request for Reimbursement

Step 7: Add Attachments, continued

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



- Click “Upload.”



Note:

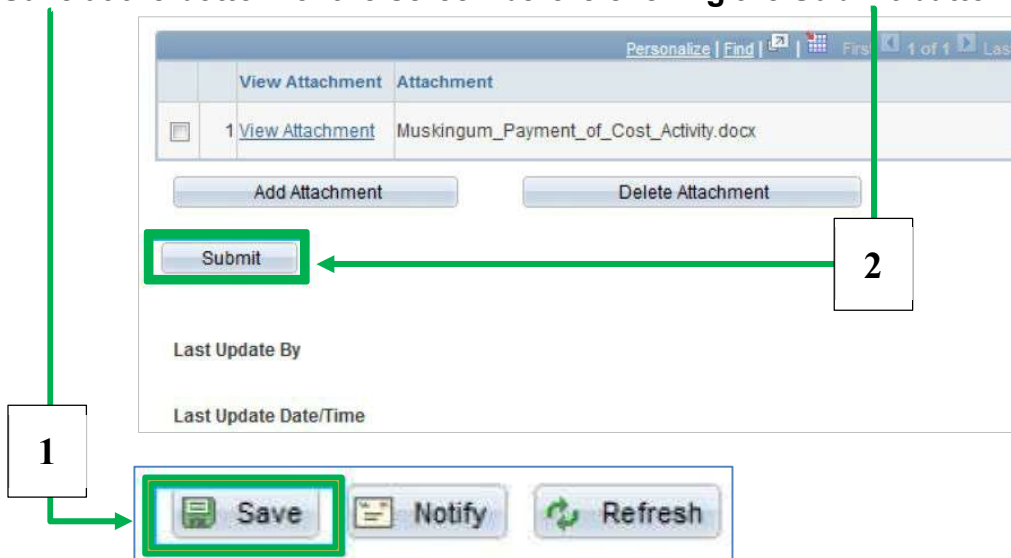
- For multiple attachments, repeat **Step7**.
- Attachments can be viewed prior to submission.
- Once the request is submitted the attachments you uploaded will no longer be available to view until the request has been approved or pushed back for further information.
- Delete an Attachment** – check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

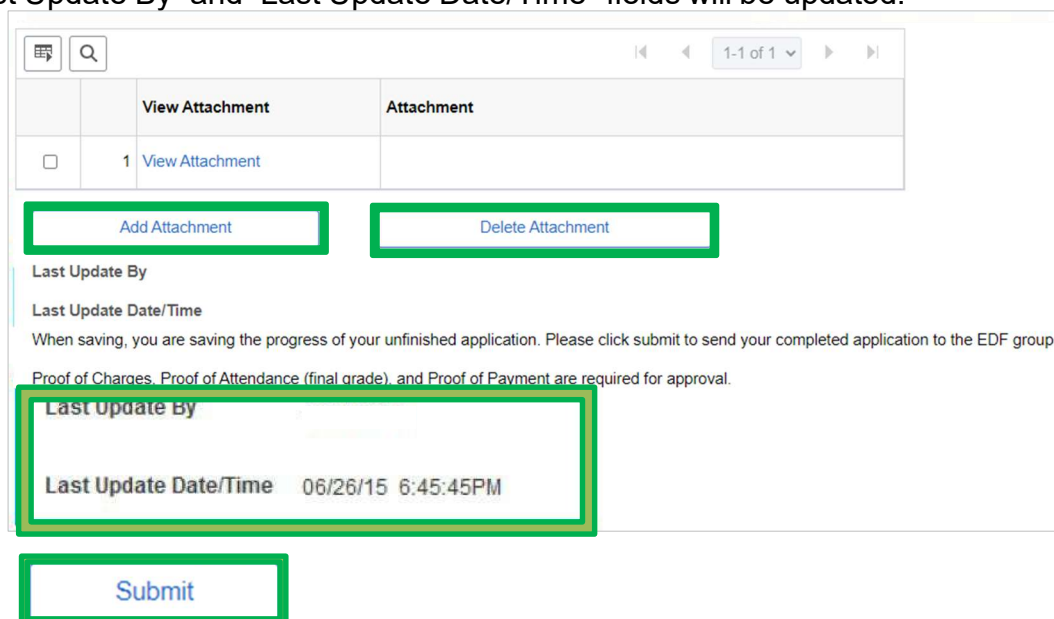
You MUST click Save at the bottom of the screen before clicking the Submit button.



The screenshot shows a web interface for the Employee Development Fund. At the top, there is a table with columns 'View Attachment' and 'Attachment'. The first row contains a checkbox, the number '1', a link 'View Attachment', and the filename 'Muskingum_Payment_of_Cost_Activity.docx'. Below the table are buttons for 'Add Attachment' and 'Delete Attachment'. A green box labeled '2' highlights the 'Submit' button. Below the 'Submit' button are fields for 'Last Update By' and 'Last Update Date/Time'. At the bottom of the screen, there is a row of buttons: 'Save', 'Notify', and 'Refresh'. A green box labeled '1' highlights the 'Save' button. A green arrow points from box '1' to box '2'.

Note: Once submitted:

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



The screenshot shows the same web interface as before, but after submission. The 'Add Attachment' and 'Delete Attachment' buttons are now disabled and highlighted with green boxes. The 'Last Update By' field is now populated with a name, and the 'Last Update Date/Time' field is populated with '06/26/15 6:45:45PM'. Both fields are highlighted with green boxes. The 'Submit' button is also highlighted with a green box. Below the 'Last Update Date/Time' field, there is a message: 'When saving, you are saving the progress of your unfinished application. Please click submit to send your completed application to the EDF group. Proof of Charges, Proof of Attendance (final grade), and Proof of Payment are required for approval.'