Educational Incentive Process Timeline

HUMAN RESOURCES

01 03 **Complete 12 Submit Enroll** in Salary units of Educational **Advancement** course/ approved Incentive is granted activity coursework **Application** or activities

2 - 3 Weeks Prior to Class/Activity start date

MUST BE APPROVED BY HR BEFORE ENROLLING IN THE COURSE(S)

Upon approval of application

Time varies

30 - 45 days from date of submission to HR

Additional Tips:

- Any applications submitted less than 2 weeks before the start date of a course/activity may not be approved
- Classes can fill up quickly, we recommend starting the process as soon as possible.

To enroll in classes you need to have an active student account. If you do not have an active student account, please consider that it takes 3-5 business days for you to become active after completing a new student application.

HUMAN RESOURCES CREATED 2.23.24