

Review the course catalog and decide which course to take

**1
CHOOSE A
COURSE**

Complete your course

**5.
COMPLETE
COURSE**

Repeat steps 1 - 5 until 12 units of approved coursework are completed

**6.
REPEAT
STEPS
1-5**

Once 12 units of approved coursework are completed, submit the Salary Advancement form to HR Specialist

**7.
SUBMIT
REQUEST FOR
SALARY
ADVANCEMENT**

Salary increase is granted 30 -45 days after request is received

**8.
SALARY
INCREASE**

**HUMAN
RESOURCES**

EDUCATIONAL INCENTIVE WORKFLOW

**2
SUBMIT
APPLICATION**

Complete Educational Incentive application and submit to supervisor or HR for approval
(Supervisor approval is only required for classes taken during work hours)

**3.
APPROVALS**

Approval from Human Resources Director is obtained
(Direct supervisor, & VP approvals are only required if the class is during work hours)

**4.
ENROLL**

Enroll in your approved course



SOUTHWESTERN COLLEGE