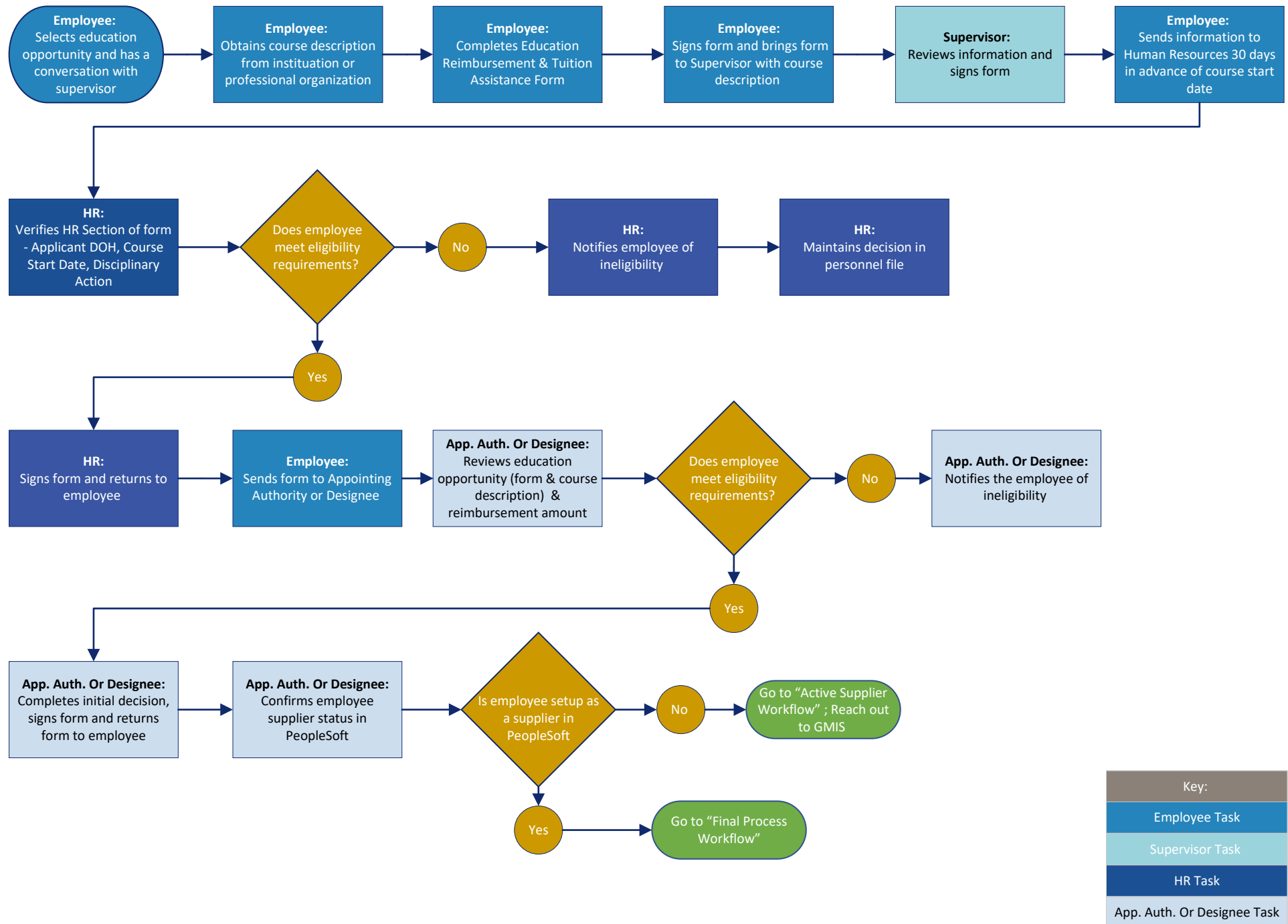


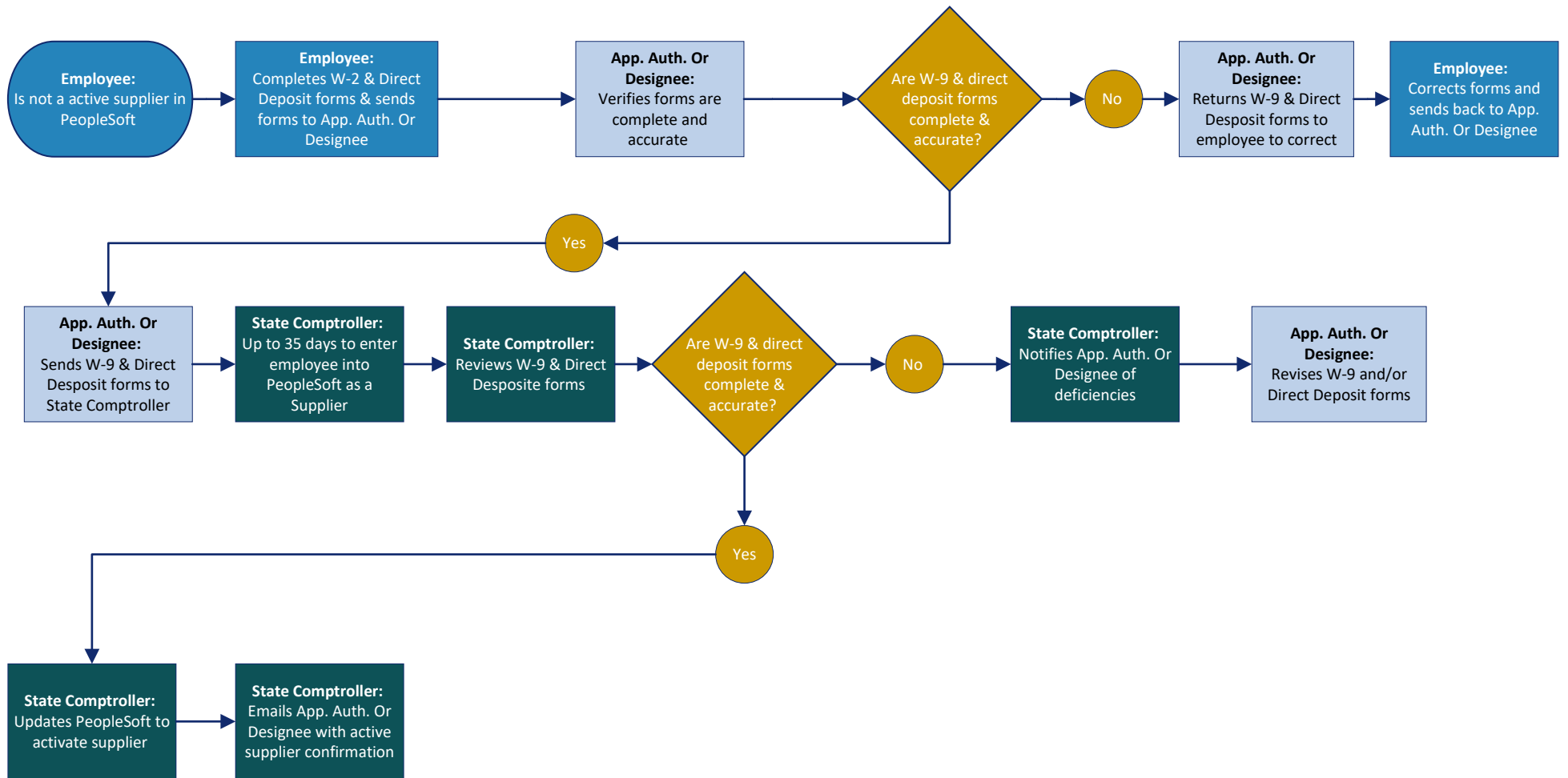
# Education Reimbursement Application Initial Decision Process

\*Please note your agency may have an automated process that has a slightly tailored approach to the below



# Initial Process: How to Add an Employee as an Active Supplier

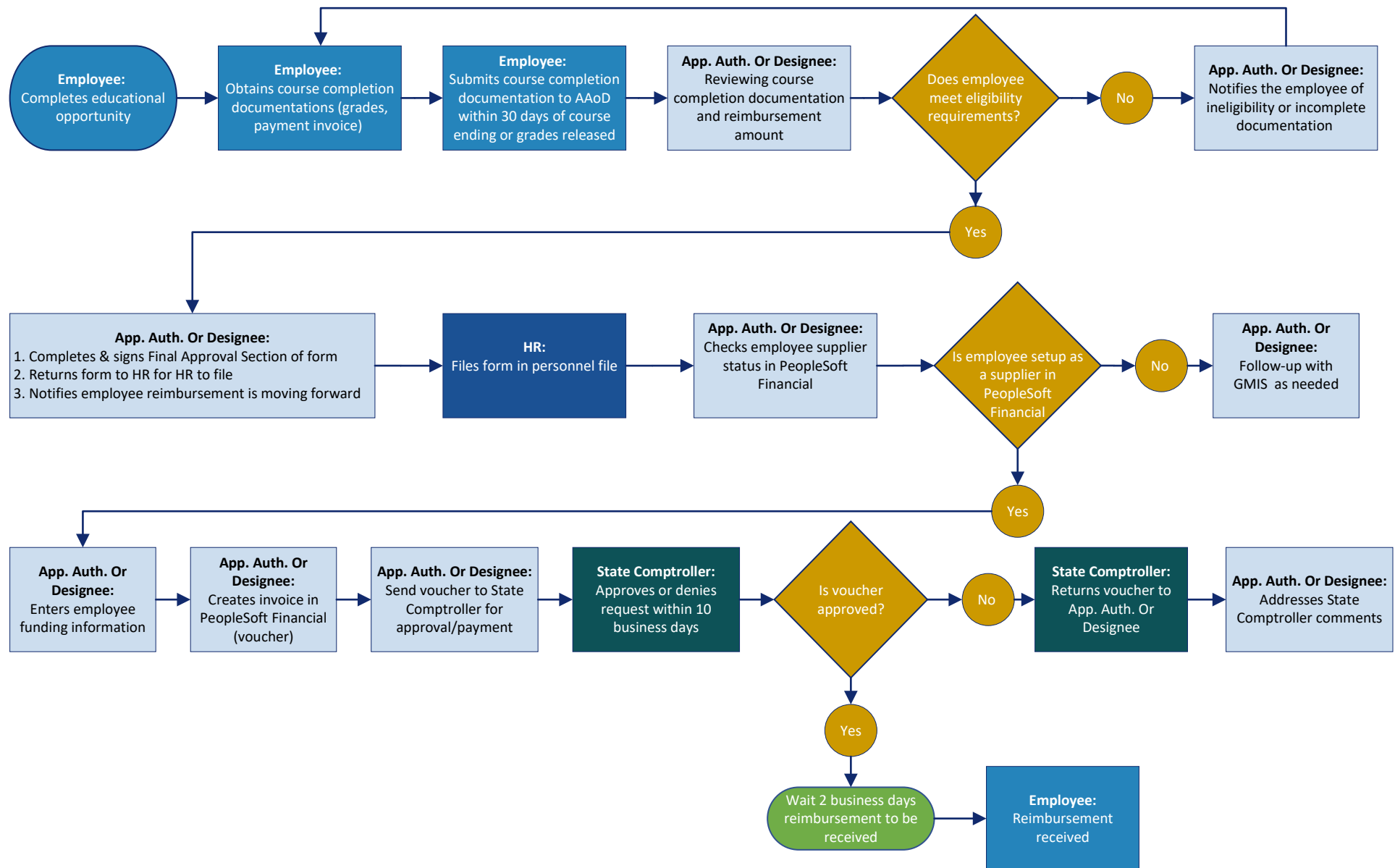
\* This process is only needed if an employee is not already added as an active supplier within PeopleSoft Financials



Key:
Employee Task
App. Auth. or Designee Task
State Comptroller Task

# Education Reimbursement Final Application Process

\*Please note your agency may have an automated process that has a slightly tailored approach to the below



Key:
Employee Task
HR Task
App. Auth. or Designee Task
State Comptroller