

Employee Education Assistance Checklist

Use the following checklist to ensure that all information on the EEAP form has been completed.

Employee

Employee Information:

- First/Last Name
- Social Security Number
- Title
- Position
- Cabinet & Department
- Work Phone

Institution Information:

- Institution Name
- Address
- Course title/Number
- Credit Hours
- Days/Times
- Grad/Undergrad Indicated
- Class Begin/End Dates
- Class Cost
- Agency Approved Degree?

- Employee Signature/Date Signed

If the employee requests an exception:

- Is a Memo addressed to the Appointing Authority requesting exception attached?

Additional Information:

- Course description or attachments
- Course relevance
- Degree Sought (should be from the list of degrees your department has)
- Educational goals described
- Degree plan from the school is attached
- Last 2 years Performance Rating
- Employee Signature/date

Agency Approval

Supervisor:

- Signature of First Line Supervisor (dated)
- Signature of Second Line Supervisor (dated)
- Signature of Agency's Appointing Authority (dated)

Billing Authorization

- Agency Information for Invoicing
- Billing Code
- Tuition Amount (only list amount allowable according to 101 KAR 2:221)
- Other Fees

EEAP Submission/Audit

- Completed Form on File
- Exception Request Memo sent to GSC
- Exception Approval Received from GSC