

# The Education Fund

*Empowering potential.*

SEIU-UHW & JOINT EMPLOYER EDUCATION FUND

## Wage Replacement Application Details and FAQs

In addition to the eligibility information described on the [Wage Replacement web page](#), please review the following details about required documentation, meeting your career counselor, reducing your hours, and a detailed FAQ with further information.

### Step 1: Apply and Submit Required Documentation

As part of the [online Wage Replacement application](#), there are two key pieces of documentation that must accompany your application: Verification of Program Enrollment and the Manager/Employee Agreement form.

#### **Verification of Program Enrollment**

Verification of your program start and completion dates must match what you put on the application. **You must submit one of the following:**

- A letter from your educational institution **OR**
- A copy of the signed enrollment agreement or contract from your educational institution **OR**
- A degree audit showing the start date and the completion date of your program

The verification document must include:

- Your name
- School name
- Program you are completing
- Start date – the date you started your program
- End date (including externships, internships and clinical dates)

#### **Manager/Employee Agreement Form**

In order to receive Wage Replacement from the Education Fund, you must have your manager's approval to reduce your hours. Prior to applying, download [Manager/Employee Agreement Form & Letter](#) and meet with your manager to review the form and discuss your ability to participate. When meeting with your manager you should discuss the following details:

- Wage Replacement allows employees to reduce up to 16 hours per pay period to attend class, study and participate in a clinical or internship experience.
- Employees will be paid by the Education Fund, not from the department's budget.
- There is a \$10,000 life-time cap per employee.
- Your academic degree or training program and how many hours per pay period you need to reduce.
- Acknowledge that the ability to reduce your hours depends on department needs.

**You must upload these two documents when completing the online application.** Documents that are faxed to the Education Fund will not be accepted and your application will not be considered. Incomplete applications (missing the school verification document, the manager agreement form or not completely filled out) will not be considered. No paper applications are available or will be accepted.

## Step 2: Application Status

All applicants will receive a Provisionally Accepted or Denied email within 10 business days of submitting your application.

### Provisionally accepted applicants are required to:

- Review the wage replacement orientation presentation.
- Upload your financial documents to the Paycom Online Payroll Service.

## Step 3: Meet Your Career Counselor

Once you have completed Step 2, you must meet (via telephone) with your assigned Career Counselor. After this meeting, you will receive an "Officially Accepted" email and must be able to immediately start reducing your hours. Your manager will also be notified via email that you have been accepted. This email will include instructions on how your manager will report your reduced hours for payment.

## Step 4: Reducing Your Hours

You must start reducing your hours immediately upon acceptance into Wage Replacement, but no later than 30 days from the date of your acceptance. If you are not planning on reducing yours within 30 days of your acceptance, please apply during the next application cycle in 2021.

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## Wage Replacement FAQs

### Can my application be denied?

Yes. Here are some reasons you may be denied (one or more may apply):

- You are not an eligible employee (see the eligibility criteria information on the [Wage Replacement webpage](#)).
- Your program is not accredited by the appropriate state or national accrediting agency or organization.
- Your program is self-paced.
- Your academic/training program will not lead to a position that is currently employed at Kaiser Permanente or Planned Parenthood Columbia Willamette.
- You aren't currently attending classes in an academic/training program by the required date for a specific application period.
- You are unable to start reducing your hours immediately or within 30 days of your official acceptance into Wage Replacement.

### I was denied, can I reapply?

If you were denied due to your start and end date, you are eligible to re-apply. If you were denied for another reason (see above question and your status has changed) you can apply again. Please note you will have to submit anew on-line application.

### Is there a limit on how much I can be paid through Wage Replacement?

Yes, there is a lifetime cap of \$10,000 per employee. Be sure and plan accordingly as it is possible, based on your hourly pay rate, that you may reach the \$10,000 cap before you complete your program.

### What happens if I reach \$10,000 and I am still in my training/degree program?

You will no longer be eligible to reduce your hours and your payments will stop. You are however, still required to check-in and submit class schedules, grades and proof of completing your program.

### What date determines the end of my payments?

The end date you listed on your application is the date we will use to stop your payments. If this date changes you must notify us immediately.

**How many hours per pay period can I reduce? If I am approved to reduce 16 hours per pay period, does this mean I must reduce one full day per week?**

All Wage Replacement participants can reduce from 1 hour up to 16 hours per pay period, regardless of their status of full-time or part-time. You will arrange with your manager how many hours per pay period you can reduce.

**When can I start reducing my schedule?**

If you are accepted into Wage Replacement, you must start reducing your hours immediately after being officially accepted or no later than 30 days after your official acceptance.

**I reduced my hours before I was accepted into Wage Replacement. Can I be paid retroactively?**

No. You will not be paid for hours reduced prior to your acceptance into the Wage Replacement.

**I was hired in at 40 or 48 hours per pay period but regularly pick-up additional hours so I get paid for working 80 hours per pay period. Can I reduce from the 80 hours?**

No, part-time employees (40 to 48 hours per pay period) must reduce from their hired in hours, not the additional hours they pick up during a pay period.

**Are there a minimum number of hours I have to work in order to be eligible for Wage Replacement?**

You must work enough hours to remain a benefited employee. Please note that the Wage Replacement hours are counted towards these hours. Ex: You work 20 hours a week and will be reducing 8 hours a week. The 12 hours you work at your facility plus the 8 hours of reduction equals 20 hours and will keep you benefited.

**Are the payments different from my salary?**

Yes. Your Wage Replacement hours are paid directly from the Education Fund, you will receive a separate check or direct deposit. **These payments aren't included in your paycheck.** Your Wage Replacement payments will be reported as income to the IRS at the end of each year, which may impact your tax liability. Consider speaking with a tax adviser regarding possible tax liabilities.

**When will I get my first payment?**

You will receive your first payment after you start reducing. Due to processing, it may take 4 to 6 weeks for you to receive your first payment.

**How often will I get paid?**

Wage Replacement payments are processed every other week. **The Education Fund's biweekly pay cycle is different from Kaiser Permanente's or Planned Parenthood Columbia Willamette's pay cycle. You will receive a separate direct deposit or live check from the Education Fund.**

**What is withheld from my Wage Replacement payment?**

Nothing is withheld from your payment. This includes, state and federal taxes, Social Security, disability, etc. Consider speaking with a tax adviser regarding possible tax liabilities.

**Will the amount of the paycheck I receive from Kaiser Permanente or Planned Parenthood Columbia Willamette change?**

Yes! **While you are receiving Wage Replacement payments, your paycheck from your employer will be smaller.** It is your responsibility to calculate any regular deductions such as automatic payments and make sure that there are sufficient funds in your Kaiser or Planned Parenthood paycheck to cover them.

**I have some additional questions regarding Wage Replacement. Whom can I contact?**

Please call 888-872-4606 for more information.