

# The Education Fund

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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 meeting with your career counselor, required documentation, reducing your hours, and a detailed FAQ with more information.

### Step 1: Meet Your Career Counselor

Make an appointment to meet your Career Counselor [here](#). After your Meet your Counselor (MYC) appointment you will be instructed to complete an online application and upload the required program documents.

### Step 2: Apply and Submit Required Documentation

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
- A copy of the signed enrollment agreement
- A contract from your educational institution

#### **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 program and how many hours per pay period you need to reduce.
- Acknowledge that the ability to reduce your hours depends on department needs.

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**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 3: Application Status

All applicants will receive a Provisionally Accepted or Denied email within 10-14 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 4: Reducing Your Hours

You must start reducing your hours immediately upon receiving the “Officially Accepted” email from your Career Counselor, but no later than 30 days from the date of your acceptance. Hours reduced before being officially accepted will not be paid. Your Manager will also receive a Manager Handbook for the Wage Replacement program.

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## Wage Replacement FAQs

### Can my application be denied?

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

- You are not an eligible employee - see the Wage Replacement eligibility criteria [here](#).
- Your program is not accredited by a state or national accrediting agency or organization.
- Your program is self-paced.
- Your program will not lead to a currently employed position with your current employer.
- You are not classes or in a clinical/rotation or externship cycle at the time of application.
- You cannot start reducing your hours within 30 days of your official acceptance.
- You are enrolled in another Education Fund apprenticeship or program.

**Exception:** you can utilize wage replacement and a Career Pathway simultaneously as long as your program end coincides with the Wage Replacement completion date.

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## **I was denied. Can I reapply?**

You are eligible to reapply for the next application date if you received a denial due to your start and end date. You could apply again during the same application cycle if you were denied for not completing your Paycom onboarding or did not submit a complete manager/employee agreement form.

## **Is there a limit on how much I can receive through Wage Replacement?**

Yes, there is a lifetime cap of \$10,000 per employee.

## **What happens if I reach \$10,000 and 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?**

You can reduce up to 16 hrs. per pay period, regardless of your full-time or part-time status.

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

If accepted into Wage Replacement, you must start reducing your hours within 30 days from the date of your official acceptance.

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

No, you are eligible to receive payments after being officially accepted into Wage Replacement.

## **My regular schedule is to work 40 or 48 hours a pay period but regularly pick up additional hours.**

No, you may not pick up extra hours while receiving wage replacement. Part-time employees (40 to 48 hours per pay period) may only reduce their part-time schedule.

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

You must work enough hours to remain a benefited employee.

(Example: 12 hrs. worked - 8 hrs. wage replacement = 20 hrs.)

## **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.

## **Does the Education Fund deduct any taxes or fees from my Wage Replacement payment?**

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No, the payment is your hourly pay rate (without differential) multiplied by the number of hours reduced.  
(Example: \$43.64/hr. x 16 hrs. of wage replacement = \$698.24)

## **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 differs from your Employers' pay cycle. You will receive a separate direct deposit or live check from the Education Fund.

## **Will the amount of the paycheck I receive from my employer change?**

Yes, while you are receiving Wage Replacement payments, your paycheck from your employer will be smaller. You will be responsible to calculate any regular deductions such as automatic payments to make sure that there are sufficient funds in your paycheck to cover them.

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

Please call 888-872-4606 for more information.