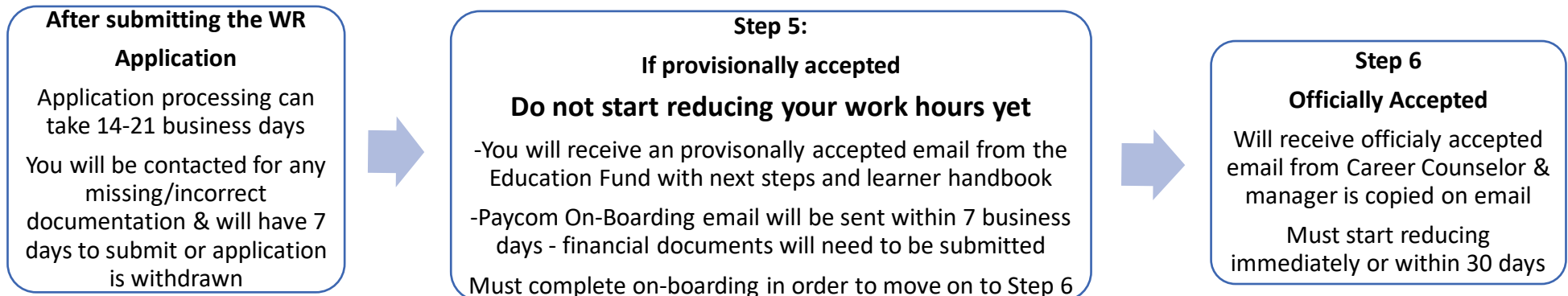


Wage Replacement Program is on a first come first serve basis, there is no guarantee of acceptance



Required Documentation (Incomplete Documents will delay processing of application)

Verification of Program Start and End Dates	Manager/Employee Agreement Form
Acceptable documentation: **degree audits or clearing house documents will not be accepted	Form must be reviewed and signed by both manager & learner
<ul style="list-style-type: none"> Letter from educational institution OR 	Must include the following:
<ul style="list-style-type: none"> Copy of a signed enrollment agreement or contract from your educational institution (only send one page) 	1. Your name
Document must include the following:	2. School name; program; start and end date (mm/dd/yyyy)
1. Your Name	3. Number of hours per pay period learner will be reducing (not per week)
2. School name	4. Date when reduction will start (must be within 30 days of application date)
3. Program/degree you are enrolled in	
4. Start date (date you started your program)	
5. End date of program (must include externship/clinical dates)	
6. Document Start & End Dates MUST be in MM/DD/YYYY format	

When meeting with your manager to review the Manager/Employee Agreement form, you will want to discuss the following:

- Wage Replacement allows employees to reduce up to 16 hours per pay period to attend class, study, and participation in clinicals/externships
- Payments come directly from Education Fund, does not affect department's budget
- There is a \$10,000 lifetime cap per employee

LINKS TO SAMPLE DOCUMENTS:

Nightingale document: [Sample Nightingale document](#)

Unitek document: [Sample Unitek document](#)

CSU document: [Sample CSU document](#)

Community College document: [Sample Community college document](#)

Application Status

All applicants will receive notification of the status of their application, either Provisionally Accepted or Denied, within 14-21 business days of submitting their application.

Provisionally accepted applicants are required to:

- Review the Wage Replacement orientation presentation and Wage Replacement Learner Handbook (a link to the Wage Replacement Live Binder where these documents are located will be included in your provisionally accepted email).
- You will receive a separate email (in approximately five (5) business days after receipt of the Provisionally Accepted email) from Paycom@theeducationfund.org with instructions on how to create your Paycom account.
 - Complete the Paycom Online Payroll Services on-boarding process as follows:
 - Upload financial documents
 - ✓ Copy of current pay stub
 - ✓ Photo ID with birthday date
 - ✓ Bank account verification document (can be a voided check or verification of account/routing #s)
 - Fill out required forms (located in Paycom)
 - ✓ W-9
 - ✓ Direct Deposit
- Once you have created your Paycom account you will receive a confirmation email from Paycom informing you that your on-boarding has been completed. In approximately 5 to 7 business days after receiving this email, you will receive the Officially Accepted email from your Career Counselor (see below).

NOTE: Do NOT start reducing your hours when you receive the provisionally accepted email. Any hours reduced before being officially accepted will not be paid

Reducing Your Hours

- Learners accepted into the program must start reducing hours immediately upon receiving the “Officially Accepted” email from your Career Counselor, but no later than 30 days from the date of your acceptance.
- You will be withdrawn from the Wage Replacement program if you do not reduce within 30 days. If withdrawn, you will need to reapply, pending availability of application and space
- Attached to your “Officially Accepted” email is a copy of the Wage Replacement Manager’s handbook. It is your responsibility to make sure your manager receives it. Your manager is copied on the email.

Wage Replacement FAQs

Can my application be denied? *Yes. Here are some (but not all) of the reasons you may be denied:*

- You are not an eligible employee (see the eligibility criteria information here:
- Your program is not accredited by the appropriate state or national accrediting agency or organization.
- Your program is self-paced (no set start and end date).
- Your academic/training program will not lead to a position that is currently employed at your employer **OR** will not lead to a position that exists within healthcare
- You are not currently attending classes or a clinical/rotation or externship at the time of application.
- Your program will not end by the date required for your application period.
- You cannot start reducing your hours within 30 days of your official acceptance.
- Your application documents were not accepted and you did not submit the correct documents within the seven (7) day timeframe

I was denied, can I reapply? *Yes, if the following has occurred:*

- You were denied due to your start and end date and you now meet the application period requirements
- You were denied for not completing your Paycom onboarding.
- You did not submit documents within the seven (7) day time frame

Please note you will have to submit a new online application and upload all required documents again pending space in program.

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

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

What happens if I reach the \$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 still required to check in with your Career Counselor for the duration of your program

What date determines the end of my payments?

- The date you listed on your application is the date we use to stop payments
- If your end date changes, you must notify your Career Counselor immediately, updated documents will be required

What date determines the end of my payments?

- The end date you listed on your application and has been verified by your school, 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

- When you are officially accepted into Wage Replacement, you must start reducing your hours immediately or within 30 days from the date of your official acceptance email. NOTE: you will be withdrawn from the program if you do not start reducing your hours within 30 days of 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 can I reduce from the additional hours I pick-up?

- No. Part-time employees (40 to 48 hours per pay period) may only reduce their part-time schedule from their hired-in hours.

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.)

How do I determine how long the \$10,000 will last?

- Multiple your hourly pay rate times the number of hours you will be reducing each pay period. Then multiple that number times the number of pay periods you will be reducing while in the Wage Replacement program.

Examples:

$\$25/\text{hr.} \times 16\text{hrs (reduction)} = \$400 \text{ (pay period amount)} \times 20 \text{ (\# of pay periods)} = \$8,000$

$\$25/\text{hr.} \times 8\text{hrs (reduction)} = \$200 \text{ (pay period amount)} \times 20 \text{ (\# of pay periods)} = \$4,000$

$\$30/\text{hr.} \times 16\text{hrs (reduction)} = \$480 \text{ (pay period amount)} \times 20 \text{ (\# of pay periods)} = \$9,600$

$\$30/\text{hr.} \times 8\text{hrs (reduction)} = \$240 \text{ (pay period amount)} \times 20 \text{ (\# of pay periods)} = \$4,800$

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, Social Security or other fees from my Wage Replacement payment?

- Nothing is withheld from your Wage Replacement payments.

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.

For more information, please email your assigned Career Counselor. You can find out who your counselor is by creating or logging into your MyEdFund portal using this link: <https://theedfund.org/myedfundportal/>