

MTS Professional Development Day Reimbursement EMPLOYEE CONNECT INSTRUCTIONS

S.O.T.A. Members Teachers/Clinicians/Administrators (Term or Permanent Contract Employees ONLY)

Instructions for Employee Connect – Print Screen is included for reference.

- 1. In Employee Connect, go to Finance Tab, select Reimbursement Request.
- 2. Press Add.
- 3. Select your Location.
- 4. In the **Reason** field, enter the name of the session you will be attending or attended and
- 5. Enter information in the following fields:
- Reimbursement Type select MTS Professional Development Day 2022 SOTA or Admin.
- Expense Date
- Description enter MTS PD Day 2022
- Cost amount maximum reimbursement is \$100.00
- 6. ***Press Save***
- After pressing Save, go to the Attachment Reference and select "Employee FMS Reimbursement Attachments" from the drop down menu. Browse and attach a scanned copy of the <u>receipt or</u> <u>registration</u> and press "Attach".

Your attachment **MUST include the date, name of session and cost.

8. ***IMPORTANT*** Final Step

Press "Reimbursement Complete-Submit Request".

PLEASE NOTE: Your entry into Employee Connect must be done by Friday, November 4, 2022 to qualify for reimbursement.



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MTS Professional Development Day Reimbursement EMPLOYEE CONNECT INSTRUCTIONS

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