Staff Training Assistance Program (STAP)
Frequently Asked Questions

1. **What is the Staff Training Assistance Program (STAP) Project Task Award Expense?** The Project Task Award Expense (PTAE) for STAP is 1089542-8-AAPAA-51891

2. **Who is the STAP PTAE approver when the department Purchase Card is used?** The approver is Judy A. Ray

3. **When do I become eligible for use of STAP funds?** STAP assistance is available on the first date of employment.
   a. $800 each fiscal year
   b. $700 for Bargaining Unit employees. $100 of BU employee’s annual grant is redirected to the Apprenticeship program

4. **What is the benefit amount per Stanford fiscal year?** The Stanford fiscal year amount is $800.00. $700 for employees covered by the SEIU Collective Bargaining Agreement (CBA), $100 of STAP funds is reallocated for the Apprenticeship Program

5. **When does the STAP benefit begin (9/1 to 8/31)?** The current reimbursement is $800.00 per fiscal year (9/1 to 8/31). **Note:** reimbursement is based upon start date of course; not the registration date and STAP funds do not roll over into the new fiscal year. Use it or lose it.

6. **How can I check my STAP balance?** To see what STAP funds are available to you, login to Axess: http://axess.stanford.edu. Click the STARS (Training) tab. Click My STAP Balance from the left menu. The balance displayed is the amount of STAP funds still available for use during the current fiscal year (9/1 to 8/31). You can also see all STAP reimbursements made for internal and external courses during the current fiscal year. For overseas employees, check with your Human Resources Manager or home campus administrator for usage and balances.

7. **Who will process my reimbursement?** Your department administrator will process your reimbursement. You are to submit to your department administrator the following documents
   a. First: Use the STAP Request for Reimbursement Form! This can be found above at the website https://stanford.app.box.com/s/g9obsduwjeiv71fm8p2xw25s2pvebok9
   b. Print form and complete in full
   c. Submit page 2 of this original form and receipt(s) to your department administrator within 20 days of the course end date or sooner; keep a copy for your records.

8. **How long does it take for me to receive my reimbursement?** On the average, it takes approximately 20 days to receive your reimbursement which includes up to 10 business days for STAP office approval.

9. **How will I receive my reimbursement?** The funds will be deposited to your account; where you receive your payroll check. Allow 3-5 business days from the Payment Date for funds to arrive in your account.

10. **I looked at my STAP accounting page and it indicates that I am not eligible.** You are eligible for STAP funds if you are a regular or fixed-term University employee, working 50% time or more. (Faculty, students, temporary employees, retirees, or other non-staff University affiliates are not eligible.) Check with HR administrator as to what your affiliation is noted in PeopleSoft (Affiliation University – Student – Affiliation: University – Staff other teaching).
11. **What type of courses can I get reimbursed for?** As a regular University employee, you are eligible to be reimbursed if the course, seminar, conference, workshop, webinar meets one of the following criteria:
   a. The course, seminar, conference, or workshop is directly related to performance of your current job at Stanford.
   b. The course, seminar, conference, or workshop is part of a planned career development effort that you are undertaking with the approval of your supervisor and that will assist you in qualifying for a new position or advancement within your current trade or business at Stanford.

   **Note:** Remember that you are eligible to be reimbursed for tuition fees, and required course text books, CD’s or tapes. Seminars and workshops associated with professional conferences may also be eligible for reimbursement.

12. **How can I pay for my course if I don’t have enough STAP funds?** You can pay for the course with personal funds or request for your department to pay for the course. Departmental reimbursement is at the department’s discretion and is determined based on available department funds for training.

13. **Can I use my STAP funds to pay for my workshop on August 16, 2016 if my last day at Stanford University is June 9, 2016?** Unfortunately, this workshop cannot be paid. You are no longer an employee of Stanford University.

14. **How can the department debit employees STAP for the cost of conference fees?** This is an early bird registration fee for conference that will occur on 9/19/16. Your department administrator will process an iJournal via ORACLE.

15. **Can I use STAP funds when I audit a Stanford University academic course?** Yes, you are eligible to apply for reimbursement for required textbooks that you purchase in conjunction with the course.

16. **Can I use my STAP funds while on a Leave of Absence?** First always speak with your DLS administrator, but in general “yes,” if the Leave is noted “Leave with Pay” and “no,” if it is noted as “Leave without pay.”

17. **Who do I contact if I have not received my reimbursement?** First, check with your department administrator to obtain Expense Request number and second, contact the Financial Support Center (FSC) at (650) 723-BPSC (2772).

18. **Can STAP be used to obtain Notary Public?** If obtaining the notary public would be beneficial to the department whenever one was needed. Unfortunately, your department will have to pay for it.

19. **How do I request a payment to a training provider?** To pay a training provider request must be processed by you or your department administrator or financial manager. Transactions are initiated in the Oracle Financial System via Stanford's iOU Reimbursement System.

20. **My employment ended with Stanford University, but I forgot to submit my reimbursement request.** Submit the reimbursement to the Tuition & Training Programs Office Stanford University 3160 Porter Drive, Suite 250 Palo Alto, CA 94303-8443. We'll process reimbursement utilizing STAP funds, provided there are sufficient funds in your STAP account.