Staff Training Assistance Program

STAP
Agenda

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Program Overview
STAP Description

Purpose of the Program

- Provides for reimbursement of tuition costs, registration fees, and required textbooks and other published materials for training activity
- Either directly related to your current job or a career development effort undertaken with the knowledge and approval of your supervisor.

Maximum Benefit

- STAP assistance is available on the first date of employment
- $800 each fiscal year
- $700 for BU employees
  - $100 of BU employees’ annual grant is redirected to the Apprenticeship Program
Governance

Stanford University Administrative Guide
Staff Development Programs
Section 2.1.12

Federal Internal Revenue Service

- IRS - Section 132(d)
- Job-related educational expenses may be excludable from an employee’s income as a “working condition” fringe benefit.
- Education must be job-related.
Eligibility

Employees

- In a benefits-eligible University position
- Regular or fixed-term staff member
- Academic Staff/Other Teaching – senior lecturers, lecturers, artists-in-residence
- Working 50% Full Time Equivalent (FTE) or greater
- Faculty, students, temporary employees, retirees, and other non-staff University affiliates are not eligible for STAP assistance
Eligibility - Providers

Stanford Approved Providers

- Continuing Studies (CSP) - http://continuingstudies.stanford.edu/
- Health Improvement Program (HIP) - http://hip.stanford.edu/
- Technology Training - https://itservices.stanford.edu/service/techtraining/onlinetraining
- Learning and Organizational Effectiveness (L&OE) - http://ld.stanford.edu

Outside Providers

- lynda.com is free to all Stanford employees
  - lynda.stanford.edu
- Career Counseling Network (CCN): personalized career development assistance
  - https://cardinalatwork.stanford.edu/learn-grow/career-counseling

If you have questions about outside training providers, contact the STAP office
Career Counseling Network (CCN)
The career counseling network provides individual career development assistance to Stanford staff and SLAC employees in benefited eligible positions. Faculty, students and retirees are not eligible.

Check Your STAP Balance
- Axess - http://axess.stanford.edu

Review CCN Fees
- $125/hour for in-person and remote appointments
- Maximum of $500 per fiscal year

Make Appointment
- CCN counselor bios

Payment/Reimbursement Process
- Pay the counselor directly with a personal check
- Counselor will provide you with a CCN Statement of Service Form and receipt at the end of your session
- Complete the CCN form and submit to the Tuition & Training office, along with the receipt, within 60 days of your appointment date ***Incomplete forms will cause delay
- Reimbursement may take up to 4 weeks to process

CCN Confidentiality
Anything discussed between you and the counselor is not shared with Stanford representatives. CCN counselors do collect and share demographic, anything trending, and customer satisfaction data with the university.
What’s Covered
Courses, Seminars, Conferences, Workshops, and Webinars

- That maintains or improve job skills in your current job OR
- That is expressly required by the employer or by law

Course Must Not Be

- Needed to meet minimum educational requirements of the current job
- Qualify you for a new trade or business

Professional Development

- Course of study that may qualify you for a new position, advancement, or specialty in your existing trade or business at Stanford
What’s Covered – Fees and Expenses

Qualifying Educational Expenses include ONLY the following, if **required**

- Tuition, registration fees
- Required books / eBooks
- Required CD’s, DVD’s, or tapes

Qualifying Educational Expenses **Do Not Include**

- Travel expenses, parking, lodging, meals, professional memberships, retreats
- Testing, exam fees, test prep courses of any kind
- Reference books and professional subscriptions
Obtain Prior Approval of Time Away From Work for Job-Related Training

Release Time/Time Off with Pay

- You may take time off with pay to attend job-related training approved by your supervisor.
- Such time off must be compatible with the work schedule of the department and consistent with requirements of contracts and grants regarding time worked.
- The department funds time off with pay for training.
Obtain Prior Approval of Time Away From Work for Academic Pursuits – Career Development

Release Time/Time Off without Pay

- You may be granted a maximum of 24 hours per month of release time without pay for approved training for career development purposes if no comparable course is offered during non-work hours.

- Time off for eligible part-time staff should be pro-rated based on the percent time worked.

- Approval of time off is at the department’s discretion and must be compatible with the work schedule of the department and consistent with requirements of contracts and grants regarding time worked.
Submission Process
Check Your STAP Balance

To see what STAP funds are available to you, login to Axess: http://axess.stanford.edu.

- Click the **STARS** tab. Click My STAP Balance from the dropdown 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.
Submit Your Request for Reimbursement

- Supervisor must approve training and career development plan.
- Submit the reimbursement request to STAP within 20 days of completion of the course to insure you meet the 60-day timeframe for tax-free reimbursement:
  1. Department administrator enters request into Expense Report System
  2. Approval by STAP office takes approximately 10 business days.
  3. Then request is routed to Travel & Reimbursement for payment

- **If payment is not made within 60 days, the expense becomes taxable income to you!**
- If you receive reimbursement before the class begins, you must provide your supervisor with proof of completion.
- Submitted requests will be charged against your STAP funds based on the **class start date**.
- To avoid having your request returned, be sure the person submitting your request follows the instructions on the Fingate website “**How to Create Domestic Expense Report**”.
STAP Process for Stanford Approved Providers

Technology Training
- Obtain Supervisor approval for course
- Register for course via STARS
- Fee will be deducted at registration

HIP
- Register for course via STARS
- Fee will be deducted at registration

CSP
- Register for course via online Continuing Studies
- Fee will be deducted at registration
STAP Process for Career Development

1. You and your supervisor agree on a career development objective
   - Have your supervisor approve any time off needed
   - Register for and complete course(s)

2. Print and complete Request for Reimbursement Form
   - Supervisor must sign form
   - Submit form, course information, and receipts to department / finance administrator

3. Administrator submits to STAP via Oracle Expense Reports
   - Incomplete submissions will be rejected by STAP administrator

4. STAP Administrator approves / rejects request
   - STAP Accounting record updated with amount of STAP funds applied
STAP Process for Job-Related Training

1. Obtain Supervisor approval for course
   - Register for course
   - Complete course

2. Print and complete Request for Reimbursement Form
   - If you submit a request prior to course completion you must provide your supervisor with evidence of satisfactory completion of your course within four weeks after course is completed

3. Submit form, course information, and receipts to department / finance administrator within 20 days of course completion.
   - Administrator submits to STAP via Oracle Expense Reports
   - Incomplete submissions will be rejected by STAP administrator

4. STAP Administrator approves / rejects request
   - STAP Accounting record updated with amount of STAP funds applied
Resources
Resources

- STAP Website
- STAP Informational Video
- Frequently Asked Questions

Administrative Guide

- Section 2.1.12 Staff Development

Submit a HelpSU using Remedy

- Request Category: Central Office Issues
- Request Type: STAP (Staff Tuition Assistance Program)
Questions?