



## Skills Enhancement Reimbursement Program

Questions:

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### Skill Enhancement Reimbursement Program

The Skills Enhancement Reimbursement Program is available to Tampa General Hospital (TGH) regular (benefit-eligible) team members. The purpose of the program is to provide financial assistance for team members, in good standing, seeking skills enhancement for cross-training skills for consolidated positions at TGH, for retraining skills to meet eligibility requirements of additional TGH positions, for required training courses for strengthening skills in current job role, or professional/national certification/recertification directly related to broadening skills in a specialty area. Training or certification programs that are provided by TGH will not be approved for reimbursement from other sources through this program. The scope, application, dollar amounts, and eligibility requirements are subject to change at any time. This program may be modified or discontinued at any time.

**Eligibility Requirements are in accordance with Policy #HR-83**

### To Receive Skills Enhancement Reimbursement

1. Submit a Skills Reimbursement application via PeopleSoft Human Resources. The application link is on the Employee Self Service page.
2. Complete the entire application, and attach all required documentation: certificate of completion; detailed payment receipt.
3. Please allow at least 2-3 weeks for processing and distribution of payment.
4. **Repeat steps 1-4 for each payment request.**

**NOTE:** Reimbursement is limited to the amount of skill/certificate/program fee or fee paid for each course or exam, and **does not** include books, supplies, uniforms, or laboratory fees. Maximum reimbursement is based on courses completed or exams passed during a calendar year.

### Amount of Skills Enhancement Reimbursement

Eligible team members whose budgeted hours are 32-63 hours per pay period may receive up to \$750 per calendar year for courses, programs, and/or initial exams that have a start date in that current year.

Eligible team members whose budgeted hours are 64 or more hours per pay period may receive up to \$1,500 per calendar year for courses, programs, and/or initial exams that have a start date in that current year.

Team members' reimbursement will be included on their paycheck within the next 2-3 pay periods. It will be part of the employee's direct deposit and will appear as a separate line on the pay stub.

### Repayment of Skills Enhancement Reimbursement Payment

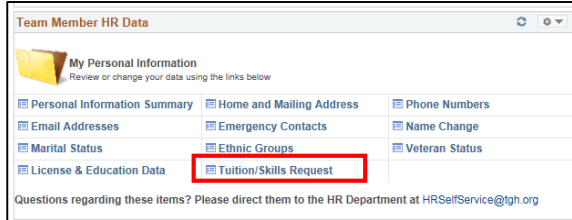
Team members who voluntarily terminate their employment with TGH, or whose employment with TGH is terminated for cause, must refund to TGH all reimbursement payments they have received during the 12-month period prior to the date of their termination.

How to submit an application for the tuition payment or skills reimbursement programs offered by TGH via PeopleSoft Human Resources.

To Access the Tuition Payment and Skills Reimbursement application:

Log into **PeopleSoft Human Resources**. Link on **TGH Portal**

Click on the **Tuitions/Skills** link in the Team Member HR Data section on the Employee Self Service page.

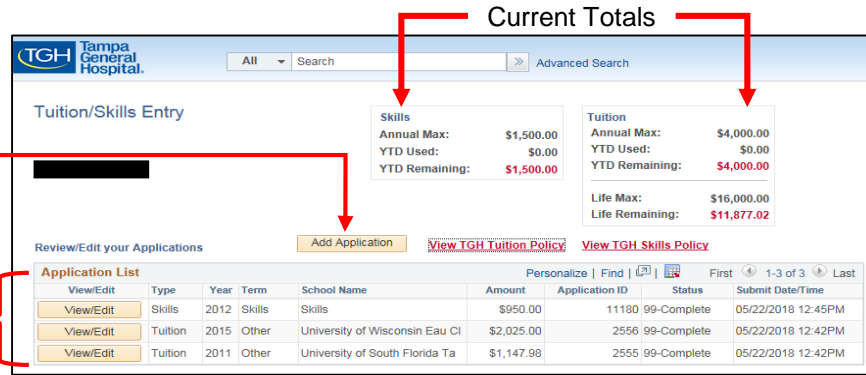


**Program Questions:**  
**Kevin Cathcart**  
[kcathcart@tgh.org](mailto:kcathcart@tgh.org)  
 813-844-5004

**Technical Issues:**  
[Helpdesk@tgh.org](mailto:Helpdesk@tgh.org)  
 813-844-7490

Click **Add Application** to submit a new application.

Status of previously submitted applications.



### To Submit a Tuition or Skills Application

1. Completely fill-out the form.
2. Attach the required documentation.

Select the appropriate application type (Tuition or Skills).

Add course information for each course/skill.

To Attach documents: Click **Save**, and **Attachments** link will appear.

**Application Totals**  
 Requested Amount: \$24,985.00  
 (+/-) Adjustments: \$0.00  
 Application Total: \$24,985.00

**Application Detail Information**

| Course Number | Course/Skill Title    | Credit Hours | Start Date | End Date   |
|---------------|-----------------------|--------------|------------|------------|
| ACCT405       | Managerial Accounting | 3.0          | 08/27/2018 | 12/14/2018 |
| FIN457        | Operations Finance    | 3.0          | 08/26/2018 | 12/14/2018 |

Buttons: Return, Reset Form, **Save**, **Submit**, Attachments (0)

Optional: Add comments for the program coordinator.

School must be set-up with vendor ID if Pre-Pay School selected.

Contact the Tuition Pre-Payment, Reimbursement Coordinator for assistance in setting up a school.

Click **Submit** to send your completed application for review.