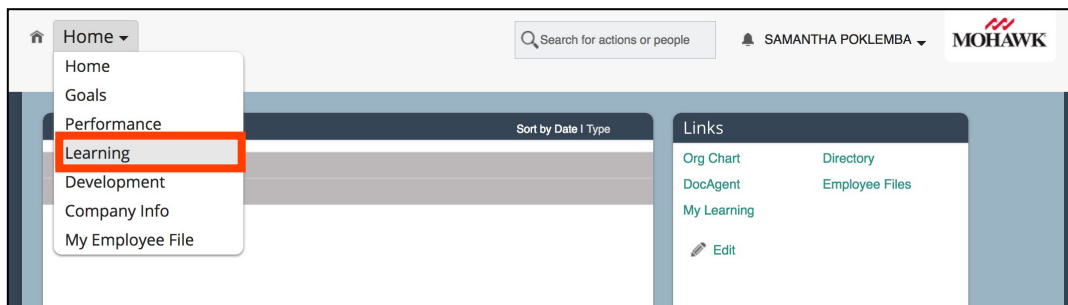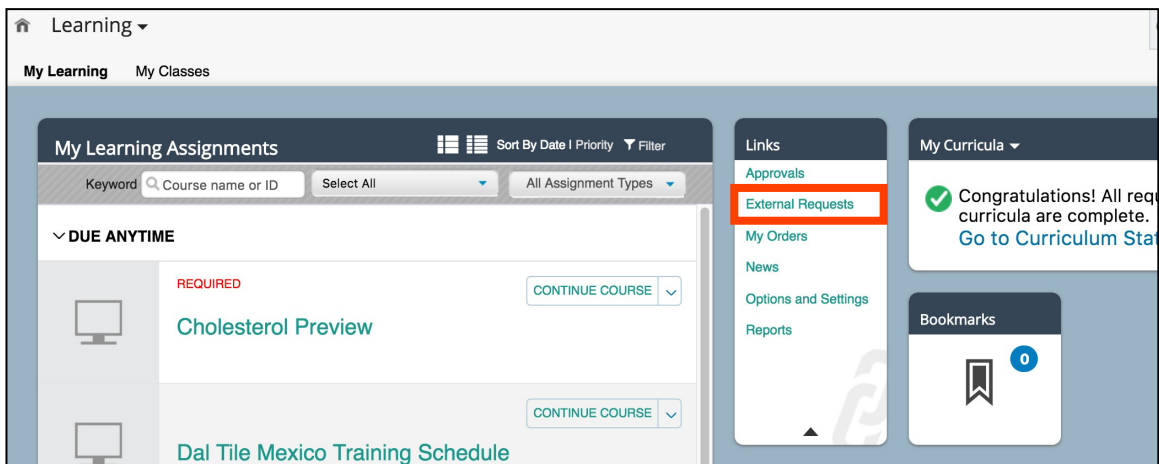## Employee Central: Submit External Request Form (formerly Tuition Reimbursement)

This Quick Reference Guide shows the steps needed for a user to submit an External Training Request Form through Employee Central's Learning portal.

> 1. After signing into Employee Central, select the Learning tab from the Home drop-down menu.

> 2. Next, locate your Links tile and select External Requests.

3. If any current External Requests have been saved or created, they will be listed on this page. To start a new request, select New Request.

Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go** to Copy or Withdraw from an External Request. Click the **New Request** button to initiate a new request.

External Requests

Viewing Options: All requests ⬍   Sort By: Request ID ⬍

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
13001	Intro to Mechatronics	12/12/2016	12/16/2016	Expired	None	Copy Request / Resubmit
12001	Test 1	12/12/2016	12/14/2016	Expired	None	Copy Request / Resubmit
1	Test	10/10/2016	10/12/2016	Expired	None	Copy Request / Resubmit

New Request

4. Section A contains the trainee's information. Several fields are pre-populated. Complete the fields that are not.

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Request, Authorization, Agreement & Certification of Training

Complete the form below in order to request training outside of your agency. Be certain to complete all of the required fields.
* = Required Fields

Submit   Save

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING
SECTION A: TRAINEE INFORMATION
B. Record Action

● Add   ○ Delete

A.1. Employee's Name			First Five Letters of Last Name	A.3. Date of Birth
Last Name	**First Name**	**Middle Initial**	POKLE	
POKLEMBA	SAMANTHA	MARIE		

5. The Office Address is pre-populated from Employee Central.

A.4. Office Address (Optional)

Street Address			
160 S Industrial Blvd			

City	State / Province	Postal Code	Country
Calhoun	Georgia	30701	USA

6. At any point during the Request Form process, you can save your progress by scrolling to the top or bottom of the page and selecting Save.

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Request, Authorization, Agreement & Certification of Training

Complete the form below in order to request training outside of your agency. Be certain to complete all of the required fields.
* = Required Fields

Submit   Save

7. Some fields on the form, like A.7., are required for Unilin EU use only. These fields can be left blank.

A.7. Training Content Materials (Unilin EU Only)

For subzidations reasons, we need a brochure/leaflet of the training content. Please send this information to: training@unilin.com. After approval of the training, you can sign up for the training. All training sessions must be invoiced to Mohawk International Services bvba, attn. Accounting Department, Ooigemstraat 3 box 5, 8710 Wielsbeke, BE 0459.510.180. The invoice must be sent in pdf to invoices@unilin.com. We will process the invoice.

QRG

8. Section B contains information about the Training/Class you wish to attend. All fields marked with a red asterisk (*) are required fields, however, the more information you can provide, the better. Again, there are fields marked with (Unilin EU Only) and those fields can be left blank.

SECTION B: TRAINING INFORMATION

B.1a. Address of Training Institute (if you don't' find the Training Institute in the ID list, choose Other)

○ ID 🔍 [   ]   Name   ○ Other If Other, please specify
                                                      [   ]

Street Address	City	State / Province	Postal Code	Country
[ ]	[ ]	[ ]	[ ]	[ ]

B.1b. Location of Training Site (Unilin EU Only)

☐ If Same, mark box.

Street Address	City	State / Province	Postal Code	Country
[ ]	[ ]	[ ]	[ ]	[ ]

B.1c. Training Institute Email Address (Unilin EU Only)   **B.1d. Training Institute Telephone Number (Unilin EU Only)**

[   ]   [   ]

* B.2a. Training Title	* B.3. Training Start Date (MM/DD/YYYY)	* B.4. Training End Date (MM/DD/YYYY)
[ ]	[ ] 📅	[ ] 📅

B.5. # Hours Work Time (Unilin EU Only)   **B.6. # Hours Personal Time (Unilin EU Only)**

[   ]   [   ]

B.11. TrainingType (Unilin EU Only)

[-- Please Select One -- ▾]

B.14. Will training lead to certification?

○ Yes ○ No

* **B.18. Training Objectives**

[   ]

9. Section C includes Costs and Billing Information. All amount totals are required, if one does not apply to you simply put a 0. Next, select Save to save your request and submit at a different time, or select Submit.

SECTION C: COSTS AND BILLING INFORMATION

C.1. Direct Cost			C.2. Indirect Cost		
Item	*** Amount**	**Currency**	**Item**	*** Amount**	**Currency**
a. Training Price	* [ ]	[ ]	a. Travel & Hotel	* [ ]	[ ]
b. Books or Materials	* [ ]	[ ]	b. Per Diem	* [ ]	[ ]
c. Total	* [ ]		c. Total	* [ ]	

Submit   Save

10. The next screen provides the details of the approval process. Select Show All will show the individuals assigned to your specific workflow. Select Submit once again to proceed.

External Learning Request Form

Your External Learning Course Request is Successfully submitted to the specified approvers for the approval.
Please check the external learning request list for the approval status.
Training Title: Korea's Law

11. This message indicates your External Request was successfully submitted. You will also receive an email, if your notifications for Employee Central are on.

Submit for Approval

The item/request selected requires approval using the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Supervisor/Manager Approval	Supervisor/Manager Level 1 (Show All)
HR Partner Approval	HR Business Partner (Show All)

Submit

13. To check on the progress of your External Requests, simply go back to the External Requests homepage. From here you can view the Status of your request, as well as where the workflow is currently sitting. Selecting the Request ID allows you to view to whole request, and print a copy to be submitted into Concur upon time of payment.

External Requests

Viewing Options: All requests   Sort By: Request ID

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
42001	Korea's Law	2/3/2017	2/28/2017	Submitted	Pending Supervisor/Manager Approval	Copy Request / Withdraw Request