

## On-the-Job Reimbursement Steps within the DMACC Training Management System

### Step 1. Update Employee List & Collect Data:

- Detailed invoice – This will be created by your company. There is a sample under the Help tab.
  - Employee Name, Dates of OJT, a few key learning points on the job, total number of hours in OJT not to exceed 1040 hours, and hourly wage from the pay stub.
- Proof of Payment – This will be a pay stub from the employee that proves the hourly wage. The pay stub should be from the time frame of the OJT. Only one pay stub is needed.

### Step 2. Start Session:

- Regarding the “Skill Acquired” section- Answer the question, “What did they learn on the job?”
  - DO NOT go into detail and place all the bullet points in this section.
  - You have only 25-30 characters to use in this area NO MORE.
  - DO NOT use any special Characters (&\*@)\$)
- Keep any necessary detail in the uploaded documentation or in the expense description.
- Make sure that the number of hours listed in the system matches what is on your documentation.

### Step 3. Add Employees and wage data:

- It is possible to put multiple employees in the same session ID #, if those employees began and ended the training with the same dates and the same number of OJT hours. If there are differences, however, you will need to complete separate sessions.
- Make sure that your hourly wage in the system matches your documentation exactly. Failure to do so will result in your session being sent back for you to correct the discrepancy.

### Step 4. Upload Documentation:

- Please double check to make sure you have uploaded the proper documentation and that the amount on your internal invoice matches the amount in the TMS. If there is a difference between the invoice amount and the amount in the system, this could cause your OJT Reimbursement to be rejected and sent back to you for correction.
- Double check the hourly rate on the pay stub. We will always refer to the actual pay stub for the hourly rate.

### Step 5: Submit to DBR & Create Report:

- We also suggest submitting OJT reimbursements in small batches monthly. The faster we can get through your reimbursement, the sooner you get your money. Extremely large reimbursements that are riddled with errors will be sent back.
- DBR reviews in detail EVERY reimbursement.
- Please Create a report with every group of reimbursements submitted. This will help you and your accounts payable department to know the amount of the check that will be arriving from DMACC.
- If you don't receive your reimbursement check within 6 weeks, contact your business consultant.