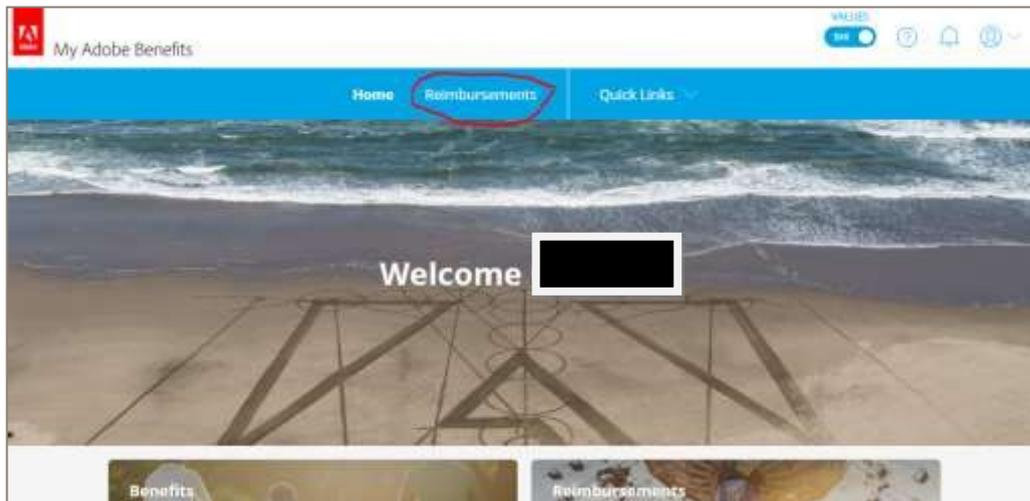


Learning Fund Claim Submission Process

Professional Development Claim

- Log into My Adobe Benefits using this [link](#).
- Navigate to the Reimbursement tab from the menu



- Here you can view your wellness balance and any claims that have previously been approved.



To make a claim

- Click on the make a claim button

My Accounts

NOTE: Falsifying expenses will result in your immediate repayment of the reimbursed claim and liable for appropriate disciplinary actions as deemed fit and proper.

Wellness Reimbursement ⁽¹⁾

Spending account summary for: **Gurrajan Singh**

Display the benefit period:
2019

+ Make a Claim

- Then complete all the required details, note that you must have manager approval in order to claim
- Ensure that you are claiming to study at a course from an accredited institution

Make a Claim

2019

Claimant* ⓘ
Priya Ladha

Type of claim* ⓘ

Professional Development Cla... ▾

Manager Approved*

Yes ▾

Professional Development Reimbursement Policy *

I have read the policy and my ... ▾

Type of claim*

Online Technical/Professional... ▾

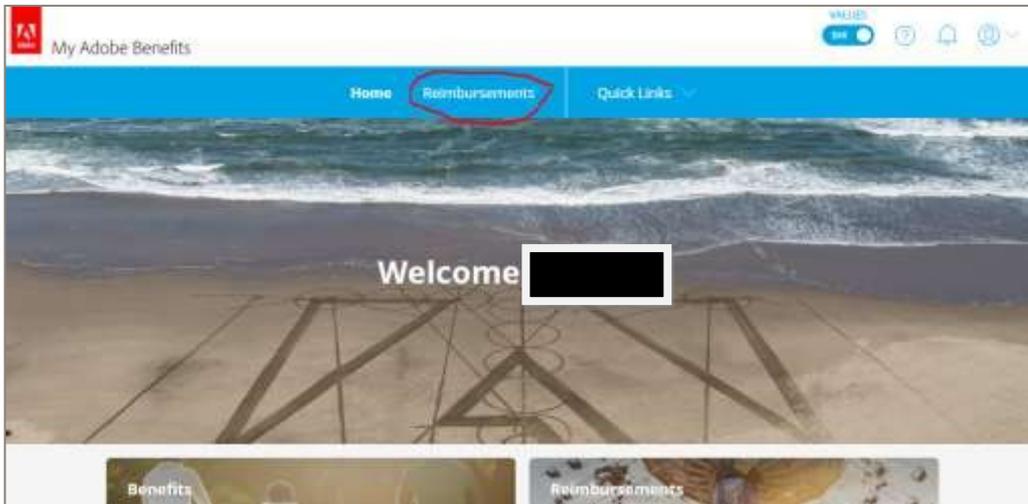
AI at Stanford

Claim Approval

- Reimbursement Claims are reviewed and approved on a weekly basis
- Once approved payment will be made through payroll. Submit by the last Tuesday in the month for payment in the following months' pay run.
- Once your claim is approved you will receive an email
- Once approved you can always see you remaining balance and what has been claimed

Education Reimbursement

- Log into My Adobe Benefits using this [link](#).
- Navigate to the Reimbursement tab from the menu



- Here you can view your wellness balance and any claims that have previously been approved.



To make a claim

- Click on the make a claim button



- You will first need to make an application to claim from the Education Programme
- You must complete all the required fields
- The details will then be sent to your manager in order to approve

Make a Claim

2019

Claimant* ⓘ
Priya Ladha

Type of claim* ⓘ
Education Application

Is this course business related, does it exceed more than 1 week or is it an approved certification?
Yes

Will this course be taken at a recognized university or institute of higher learning?
Yes

Level of Education*

Please type comment here

- Until the claim is approved you will see the pending claim triangle as in the image below.



Once your manager has approved

- You will receive a notification of approval
- You will see a new claim type to claim against “Education Reimbursement”



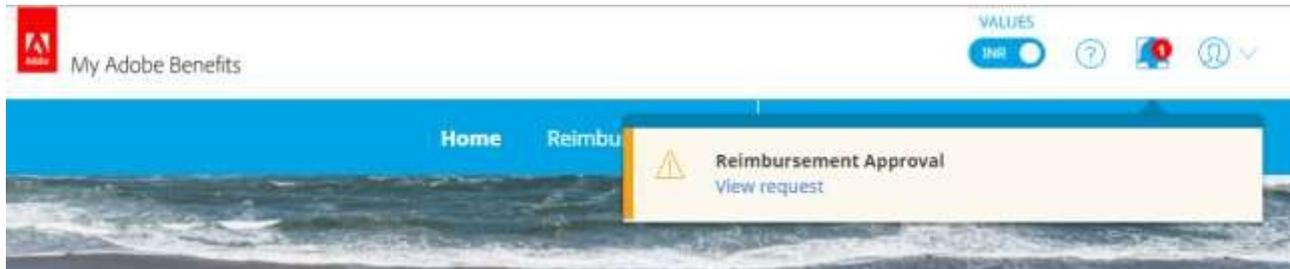
- Once you have received your final grades you can claim against this account in order to be reimbursed the amount through payroll
- You will need to provide proof that you have achieved a C or above, or a Pass in a pass/fail qualification.

Claim Approval

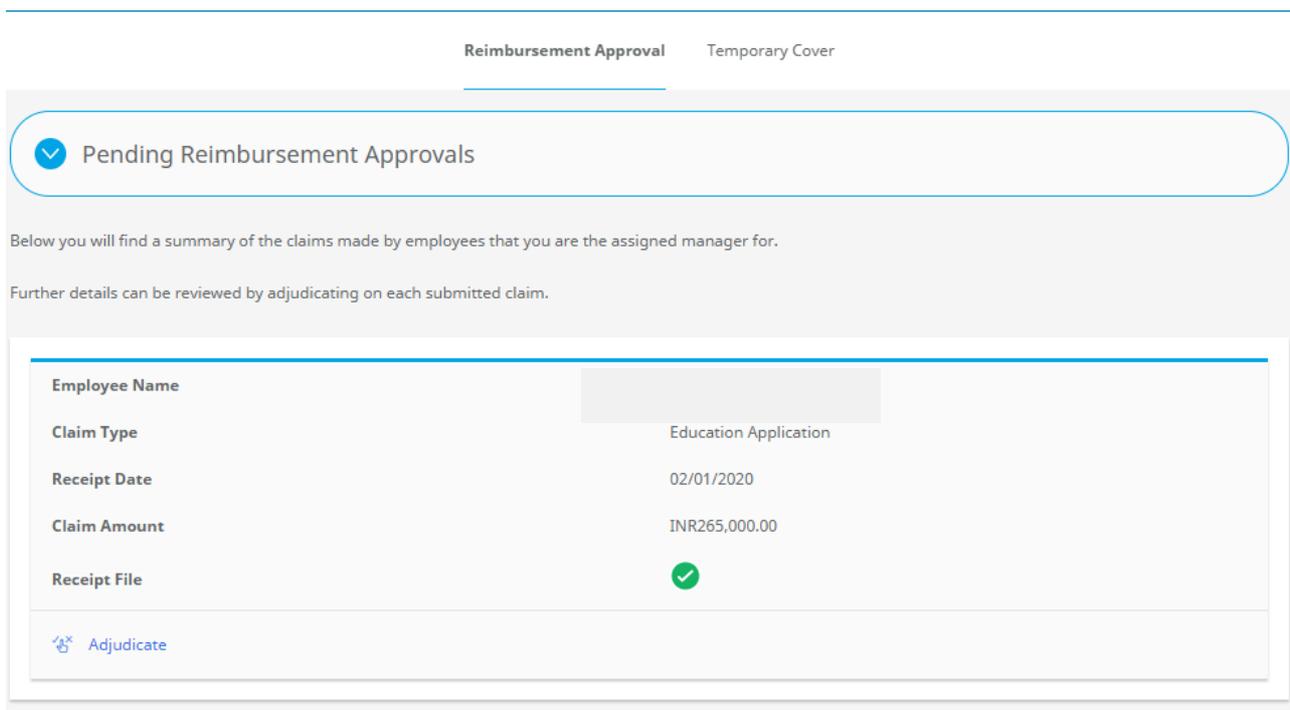
- Reimbursement Claims are reviewed and approved on a weekly basis
- Once approved payment will be made through payroll. Submit by the last Tuesday in the month for payment in the following months' pay run.
- Once your claim is approved you will receive an email
- Once approved you can always see you remaining balance and what has been claimed

Manager Approval

- If there is an education claim for you to approve as a manager you will receive an email and a notification within My Adobe Benefits
- Click on “View Request” to view claims awaiting approval



- You will then see a list of the claims pending approval. Click on “Adjudicate” to see further details and then approve or reject the claim.



- You will then see a screen with further details of the claim. You can then choose to Approve or Reject the claim using the buttons at the bottom of the screen
- The employee will receive an email notification notifying them of the approval or rejection

Pending Reimbursement

How you will find a summary of the claim
Further details can be reviewed by education

- Employee Name
- Claim Type
- Request Date
- Claim Amount
- Request File
- Submit now

ABOUT THIS CLAIM

Benefit period

2020

Reasons for taking course

Claimant

Aayush Srivastava

Type of claim

Education Application

Is this course business related, does it exceed more than 1 week or is it an approved certification?

Yes

Will this course be taken at a recognized university or institute of higher learning?

Yes

Level of Education

Graduate Program (MBA, MS, PhD)