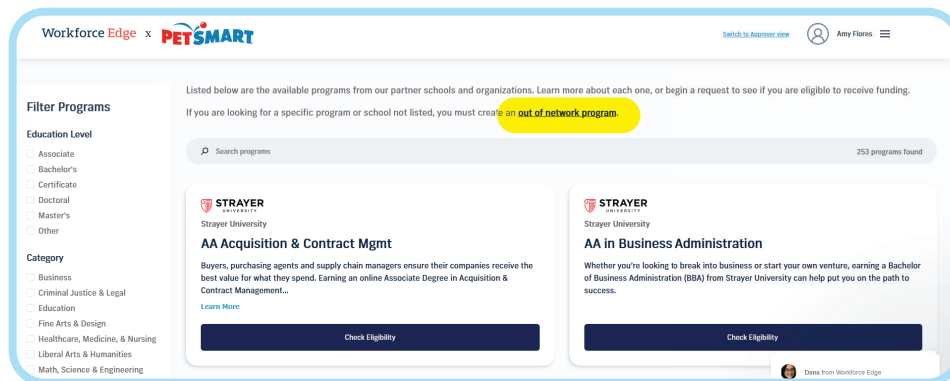


Getting Started

Workforce Edge is a platform that will help you to explore educational programs available to you, as well as navigate the tuition reimbursement process.

1. Create an Account with Workforce Edge if you do not already have an account, <https://petsmart.workforceedge.com>
2. Explore Workforce Edge Partner schools to receive exclusive discounts, or if you have already chosen a school and do not see this school listed, please click the “out of network program” link shown below.
3. Complete “Eligibility Request Form”. Click “Edit” next to “Personal Information” to enter your Supervisor’s email. Click Submit. Your Supervisor and HR team will review your request and respond with your eligibility status for the tuition benefits program. You will receive an email when the request has been approved or denied.



Reimbursement

Once you have enrolled in the program of your choice, and your supervisor and HR Department have approved your eligibility request you will use the funding request at the beginning of the term to enter your courses and tuition.

1. Log in to Workforce Edge <https://petsmart.workforceedge.com>
2. Click on “Requests” on the left side of the screen
3. Under “Approved Programs” locate the program you are enrolled in and then click “Request Funding” link shown to the right



4. Click “New Funding Request”
5. Fill out request form (Be sure to include all of your courses, costs, and attach relevant invoices)
Please Note: If your PetSmart reimbursement balance does not cover your total amount, only submit tuition dollars that you have remaining. Requesting funds above your remaining reimbursement balance will result in your request being denied and you will be required to resubmit for correct reimbursement amount.

6. Your HR team will review and let you know if your request is approved or if you need to provide more information.
7. You will receive an email when the request has been approved or denied.

Proof of Completion

At the end of your term you should come back to Workforce Edge to upload your proof of course completion with your grades

1. Log in to Workforce Edge <https://petsmart.workforceedge.com>
2. Click on “Requests” on the left side of the screen
3. Under “Approved Programs” locate the program you are enrolled in and then click “Request Funding”
4. Under “Funding Requests” find the previously approved funding request listed and click “Submit Proof-of-Completion” shown below

5. Review information in funding request is accurate, then upload supporting document(s) towards the bottom of the screen. You must submit receipts if you have not done so already, and passing grades.
6. Your HR team will review and approve the reimbursement and you will receive and email when approved or if you need to submit additional information. If approved, you will receive your reimbursement on your paycheck in one to two payroll cycles.

ID	Created Date	Program	Provider	Type	Amount	Status	Action
multi-Ind-459	12/17/2020	AA Acquisition & Contract Mgmt	Strayer University	Funding	\$2,000.00	Approved	Submit Proof-of-Completion