

PROGRAM COMPLETION OBLIGATED SERVICE REPAYMENT

Congratulations! You've completed your respective Work Study Program and have earned your diploma/certificate; or perhaps you have withdrawn from the program and will complete your educational goals without the use of work study time. You are now ready to start repaying your obligated service.

The Obligated Service Repayment Tracking form must be **completed and submitted** to Training Services by the 15th of each month. The repayment hours are calculated on a weekly basis and your regular work hours will be the only form of repayment.

Please see the following:

1. The form and supporting documentation can be submitted electronically
2. All signatures must be in blue ink
3. Timesheet copies or reports must contain the following:
 - ✓ Supervisory approval or paid status
 - ✓ Dates
 - ✓ In and out times
 - ✓ Leave code/types for all leave used
4. If you move to another unit within the Department of Health and Mental Hygiene, you must inform the Training Services Division and your supervisor prior to your separation from the department.
 - Your obligated service repayment will continue and the forms must be submitted as required.
 - A copy of your last Obligated Service Repayment Tracking form must be provided to the new supervisor and the designated human resource staff member.
 - Your new supervisor must sign off on the forms.
 - **GO TO TRANSFER/DEPARTURE NOTICE**
5. If you plan to separate from the Department prior to repaying/completing your obligated service, you must notify the Training Services Division and your supervisor immediately.
 - **GO TO TRANSFER/DEPARTURE NOTICE - CASH REPAYMENT**
6. Copies of the form reflecting each repayment must be placed and retained in the employee's personnel file as specified in the Work Study Guidelines.

You must not apply for a new Work Study Program until all obligated service for a previous completed work study program has been repaid in full.