

Human Resource Development Fund (HRDF) User Guide

Instructional Guidelines

2026

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SHARED SERVICES

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Overview

The purpose of this user guide is to provide step-by-step instructions on how to submit an application to request HRDF funds through the HRDF application system known as E-HRDF.

This user guide is intended for NASA support staff.

Resources, Questions, Need Help?

[Human Resource Development Fund for Support Staff](#)

Contact: hrdf@ualberta.ca

HRDF Fund Availability

HRDF is administered on a first-come, first-served basis. Once HRDF funds are depleted, a notice will be posted on the [HRDF website](#).

The E-HRDF system will notify employees that there are no funds available for a period at the time of submission, and as such, all new applications will be declined until the following period opens. Therefore, depending on the status of the fund, eligible employees may not be able to access funding at that time.

Course Eligibility

HRDF will cover courses or training that enhance your skills in your current job. Courses and training that are required for your job are not eligible for HRDF and should be covered by your department. HRDF will fund course fees and required course books or materials.

Where applicable, reasonable out-of-town expenses for travel, meals, and accommodation to a maximum of 50% can be covered only if at least 50% of the registration fee is funded through HRDF. If there is no registration fee, travel expenses are not eligible through HRDF.

Courses that are required for you to perform day-to-day activities are not eligible for HRDF.

The table below outlines the courses that meet the eligibility for HRDF funding.

Eligible Courses	Ineligible Courses
• Conferences, seminars or workshops • Supervisory courses and seminars • Core competency development including: Communication and interpersonal skills, Technology and office organizational skills, Language courses (e.g. French, English, Spanish) • First Aid and CPR courses (Only the initial certification will be funded)	• Wellness courses • General interest courses (e.g. hobbies, crafts, recreational memberships), Job-specific training required for the eligible employee's current role • Training required by legislation for the eligible employee's current role • University of Alberta credit courses and any associated costs, e.g. books (Tuition remission for credit courses is available for some)



• Materials, books or supplies required for an approved course (This does not include large equipment items such as computer hardware) • High School upgrading • Online learning (Single online courses or long-term program of study).	employees. • Miscellaneous expenses like parking or lunch expenses while attending courses within Edmonton • Certification exams or preparation/entrance exams • Recertification course expenses are not covered. If a specific eligible employee has been designated as the faculty/department representative, the department will be responsible for the funding • Professional association/membership fees • Large equipment items such as computer hardware • Books and materials required for courses for which Tuition Remission has been granted • Books, material or supplies for courses that HRDF did not approve
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Borrowed Funding Course Eligibility

If you are eligible for borrowed funding, you may request to use your entitlement for the current fiscal and the next fiscal year to a maximum of \$1500.

Courses/events covered under borrowed funding are:

- A specific program of studies offered by an approved post-secondary institution where the program is part of a long-term learning plan that, in the judgement of both you and your supervisor, meets the criteria outlined in the Collective Agreement. Where the identical program of studies is available at the University of Alberta, you will access the program locally. If funding for the program is approved, you are required to submit receipts for each course that you take in order to be reimbursed.
- Attendance at a major international conference that, in the judgement of you and your supervisor, is of mutual benefit to you and your department. Where such a program or conference is approved, you will not be allowed to apply for funding in the next fiscal year. If you have not submitted an application to use the approved funds within six months, your application will be reviewed.

Example: An eligible employee may apply for up to \$1,500 to attend a certificate program. The eligible employee may be granted up to \$1000 for the current fiscal year and up to \$500 of the eligible amount (\$1000) from the following fiscal year. In this case, the eligible employee may not apply for funding again until the two-year period is complete. This includes eligible employees who did not use the entire \$1,500.

Note: If applying for a program of study, you will list it as one application with all of the associated courses, and enter start/end dates that encompass all of the courses. Once all courses are complete, you can submit all of the receipts for reimbursement.

Access and Navigation

1. To access the HRDF application, [click here](#) using your CCID and password
2. The **Home Page** below is the applicant portal and will provide you with the following information:
 - A. Current **HRDF Summary** for the current year:
 - i. This section displays open funding periods, funding period dates and the remaining eligible HRDF entitlement.
 - ii. Apply: allows for the creation of a new application up to the current eligible entitlement for the applicant.
 - B. Displays previous fiscal year applications.
 - C. Displays all the applications submitted to HRDF and their status.

The screenshot shows the 'HRDF Applications' page. At the top, there is a breadcrumb trail: 'Home > HRS > HRDF'. The main heading is 'HRDF Applications Eligibility'. Below this, there is a table with columns 'Employee Id', 'Period', and 'Remaining'. A single row is visible with the values '2026-01-01 - 2026-03-31', '\$1,000.00 (\$1,500.00 borrowable)', and an 'Apply' button. To the right of the table, there is a 'Previous Applications' button and a 'Help' link. Below the table, there is a section titled 'Your Applications' which states 'There are no applications.'.

Callout A points to the 'Apply' button in the table row.

Callout B points to the 'Previous Applications' button.

Callout C points to the 'Your Applications' section.

Applying for HRDF Funding

Before you begin the application process, please ensure you have the following information:

- Review the eligibility for HRDF: [Human Resource Development Fund for Support Staff](#)
- Details of the course you are applying for
- Speed code from the department (if the department is paying for some of the course and related expenses)
- Confirmation email from your supervisor approving time off for the course
- Receipts for expenses or registration (if available)

Important Notes:

- Any fields marked with an **asterisk*** are required, and the application cannot be submitted without entering the data in the required fields.
- **Your HRDF application is for funding of the course, materials, and travel ONLY.** It does not constitute registration in a course. You are responsible for registering yourself in the course.
- A separate application must be completed for each course, workshop, seminar, or conference prior to the start of the event.
- There is no limit on the number of courses you may take each year, but once you reach your maximum entitlement for the fiscal year, you cannot request funding again until the next fiscal year.
- Submit your application at **least 1 month prior** to the beginning of the course. The E-HRDF system will notify you when the application has been submitted and again when it has been processed.

1. Submit a New Application

- a. Log in to the application portal using your CCID and password
- b. On the home page, click on the *Apply* button next to the appropriate funding period.

Home > HRS > HRDF

HRDF Applications

Eligibility

Previous Applications Help

Employee Id	Period	Remaining
	2026-01-01 - 2026-03-31	\$1,000.00 (\$1,500.00 borrowable) <button>Apply</button>

Your Applications

There are no applications.

2. Completing the Application

- a. **Start and End Date:** Enter the start date and end date that correspond with the dates of your course. The start date must be on or after the application submission date.
- b. **Time off required and granted: Must be checked off** to trigger an email notification to your supervisor to confirm approval for the time off required to attend the course.
- c. **Course/Conference Title:** Provide the full name of the course or conference ([course eligibility](#))
- d. **Course/Conference Benefit:** Describe the expected benefits of attending the course.
- e. **Learning Provider:** Select one of the following learning providers. If the provider is not listed, select Other and provide the name in the box below.
- f. **Borrowed:** check this box if you are borrowing funds. The maximum amount that can be borrowed is \$1500 (\$1000 for the current year and \$500 for the next fiscal year). This box cannot be checked if you have already used funds for the current fiscal year.
 - i. If you are eligible for borrowed funding, you may request to use your entitlement for the current fiscal and the next fiscal year to a maximum of \$1500. Refer to [Course Eligibility](#) for details on borrowed funding.
- g. **Program of Study:** This must be completed if the borrowed box is checked off.
- h. **Paid by:** This identifies who is paying for the course/conference.
 - i. **Applicant:** You will pay for the course and receive reimbursement through HRDF.
 - ii. **Department:** If your department is paying, and this box is selected, you will be required to provide a speed code.
 - iii. **U of A Course Provider:** Select this option if the U of A course provider will directly charge HRDF.
- i. **HRDF Amount (Course/Conference, Book/Material, Travel/Accommodation):**
 - i. In this section, list the known or expected expenses associated with the course and categorize them as course fee expenses, any books or materials required or purchased, or anticipated travel and accommodation costs.
 - ii. **Note:** If you are attending a conference or workshop that involves any related travel costs (ie, airfare, vehicle rental, parking, mileage and/or accommodation expenses), HRDF cannot reimburse you directly as it cannot process travel claims. Your department must pay for travel costs up front, or you must pay the costs and process your travel expense reimbursement claim using the PeopleSoft financial system.
 - iii. Travel expenses will only be reimbursed up to 50% if at least 50% of the registration fee has been funded through HRDF. If there is no registration fee, travel expenses are not eligible through HRDF.
- j. **Total Requested Amount:** Must not exceed the eligible amount or remaining in HRDF.
- k. **Save:** Once the application is complete, click this button to submit the application for review by Shared Services.
 - i. **Note:** You will not be able to return to update or correct your application.

Home > HRS > HRDF > Create Application

HRDF Create Application

Application Period: 2026-01-01 to 2026-03-31 • \$1,000.00 / \$1,500.00 with Borrowed

Start Date:

End Date:

☐ Time off required and granted

☐ Borrowed
Borrowing is disabled as the requested amount is lower than your annual allocation. Enter in your requested amounts first to enable the borrowed checkbox

Course/Conference Title:

Course/Conference Benefit:

Learning Provider:

Paid by:

Program Of Study
This field is required if you are borrowing funds.

	Requested Amount	Coverage	HRDF Amount
Course/Conference	\$ 0.00	100%	\$0.00
Book/Material	\$ 0.00	100%	\$0.00
Travel/Accommodation	\$ 0.00	50%	\$0.00
Total Requested Amount			\$ 0.00

3. Application Review

Once your application is submitted, it will be reviewed for the following information:

- Employee type, eligibility, and employee number
- Funding entitlement or remaining entitlement, if funds have been previously accessed
- Training request meets the criteria set out in the Collective Agreement

Note: Funding approvals are subject to audit, revision and may be reversed to ensure the appropriate use of the fund.

Your application has been successfully submitted.

Home > HRS > HRDF

HRDF Applications

Eligibility

Employee Id: Period: 2026-01-01 - 2026-03-31 Remaining: \$990.00

Previous Applications

Your Applications

Id	Course/Conference Title	Start Date	End Date	Requested	Reimbursed	Status
003650	ABCD	2026-02-18	2026-02-19	\$10.00	-	Submitted

Attaching Receipts

Home > HRSE > HRDF

HRDF Applications Eligibility

Previous Applications Help

Employee Id Period Remaining

2026-01-01 - 2026-03-31 \$990.00 Apply

Your Applications

Id	Course/Conference Title	Start Date	End Date	Requested	Reimbursed	Status
003650	ABCD	2026-02-18	2026-02-19	\$10.00	-	Approved

Once an application is submitted and approved, you can click on the application number to view details of what was submitted.

At this point, you have the ability to attach receipts or cancel the application (which will be covered in the next section).

Shared Services must receive receipts within **45 days** of the course end date. Reimbursements will be issued through direct deposit on your semi-monthly pay cheque.

Note: Reminder notifications to submit receipts will be sent from the system. If receipts are not received within 45 calendar days of the course end date, the funds will be returned to HRDF and made available to other applicants.

Upload Attachments

- Multiple file formats (PDF, PNG and JPEG) can be uploaded to the application
- File size is limited to 5MB
- Once all attachments are uploaded, click on “All receipts submitted”
- Attachments can be deleted or downloaded from the application

HRDF Application Details Approved

#003650

All receipts submitted ...

Cancel Application ...

< Back

Please note that all receipts must be submitted, and application marked "All Receipts Submitted" before 2026-04-05.

Fiscal Period: 2026-01-01 to 2026-03-31

Start Date: 2026-02-18

End Date: 2026-02-19

Date Submitted: 2026-02-19

Course/Conference Amount: \$10.00

Book/Material Amount: \$0.00

Travel/Accommodation Amount: \$0.00

Total Requested Amount: \$10.00

Borrowed: ×

Program of Study:

Course/Conference Title: ABCD

Course/Conference Benefit: ABCD

Learning Provider: ABCD

Paid by: Applicant

Receipts attached

Amount (CAD) 10.00

Choose File

No file chosen

Upload

All receipts submitted ...

Maximum file size: 5 MB

There are no receipts attached.

Cancelling the Application

The screenshot shows the 'HRDF Application Details' page for application #003650, which is marked as 'Approved'. At the top right, there are three buttons: 'All receipts submitted ...', 'Cancel Application ...' (highlighted with a red box), and '< Back'. Below these buttons is a yellow warning banner stating: 'Please note that all receipts must be submitted, and application marked "All Receipts Submitted" before 2026-04-05.' The page is divided into two columns of application details. The left column includes: Fiscal Period (2026-01-01 to 2026-03-31), Start Date (2026-02-18), End Date (2026-02-19), Date Submitted (2026-02-19), Course/Conference Amount (\$10.00), Book/Material Amount (\$0.00), Travel/Accommodation Amount (\$0.00), and Total Requested Amount (\$10.00). The right column includes: Borrowed (marked with a red X), Program of Study, Course/Conference Title (ABCD), Course/Conference Benefit (ABCD), Learning Provider (ABCD), and Paid by (Applicant). Below the details is a 'Receipts attached' section with a text input for 'Amount (CAD)' (10.00), a 'Choose File' button, a 'No file chosen' status, an 'Upload' button, and an 'All receipts submitted ...' button. A message below states 'Maximum file size: 5 MB' and 'There are no receipts attached.' At the bottom is an 'Audit Log' section with a note: 'This table provides a list of changes that have been logged against this application.' It has a table with headers 'Timestamp' and 'Comment'.

Application Details	
Fiscal Period:	2026-01-01 to 2026-03-31
Start Date:	2026-02-18
End Date:	2026-02-19
Date Submitted:	2026-02-19
Course/Conference Amount:	\$10.00
Book/Material Amount:	\$0.00
Travel/Accommodation Amount:	\$0.00
Total Requested Amount:	\$10.00
Borrowed:	X
Program of Study:	
Course/Conference Title:	ABCD
Course/Conference Benefit:	ABCD
Learning Provider:	ABCD
Paid by:	Applicant

Receipts attached

Amount (CAD) 10.00 Choose File No file chosen Upload All receipts submitted ...

Maximum file size: 5 MB

There are no receipts attached.

Audit Log

This table provides a list of changes that have been logged against this application.

Timestamp	Comment
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If you do not wish to proceed with the application, click on “cancel application”. This will delete the application that was submitted.

Course changes: Please notify HRDF@ualberta.ca in the following instances:

- If funding for your course has been approved, and your course is subsequently cancelled.
- If the course start date has been changed.
- If you withdraw from the course.

Note: If you cancel, fail to attend, or do not complete an approved course without legitimate reasons (at the discretion of Shared Services), you will be fully responsible for reimbursing the HRDF Fund for the full amount that was dispersed to you for the course.

Frequently Asked Questions

1. Applications are approved on a first-come, first-served basis. So, when is an E-HRDF application considered received?

The application is received only when it is submitted for approval. The first-come, first-served approvals will be completed as applications are received. Ideally, the employee should have a conversation with their supervisor before submitting the application.

2. Can an employee still access HRDF when on Maternity Leave?

The HRDF is available to support staff employees. If a person is on an authorized leave of absence, they are still considered employees and are still eligible to apply for HRDF and take training. Similarly, if an employee has applied for a course and been approved for HRDF funding, and their position at the University is terminated, they have a window in which they may still attend that training. Employees in this situation should confirm with their HR Partner.

3. Do the emails received when the application is approved include the 45-day warning for receipts?

The 45-day notification to submit receipts will be visible on the employee portal once an application has been submitted and approved. In addition to the employee portal, you will also receive regular reminder notifications during the 45-day period. Applicants are ultimately responsible for submitting the receipts within the specified timeline.

4. I received approval for a Continuing & Professional Education (CPE) or Organizational Development (OD) course, and the payment option was U of A Course Provider. Am I responsible for any cancellation fees if I do not attend or cancel my registration within the course provider's timelines?

If you cancel, fail to attend, or do not complete an approved course without legitimate reasons, you will be fully responsible for reimbursing the Fund for the full amount that was dispersed to you for the course. This applies to all applications regardless of the payment option selected. U of A Course Provider payments are subject to this policy as well.

5. I want to attend a course provided by the Technology Training Centre (TTC). Does this on-campus course provider allow direct invoicing to HRDF?

The payment options for Technology Training Centre (TTC) courses are employee- or department-pay only. TTC no longer allows for direct invoicing to HRDF.

6. I received approval on my borrowed application. What is my next step?

If you are attending an international conference, the borrowed application is complete; once approved by Shared Services. Your department must pay for the costs up front, or you must pay the costs and process your travel expense reimbursement claim using the PeopleSoft financial system. The department then submits a copy of its ledger for reimbursement.

If taking a program of study, all receipts will be submitted to the application and reimbursed together at the end of the program of study. The program of study must be completed within 1 year of the start date.

7. *I want to take an online learning course. Can I apply for HRDF?*

Online learning courses are increasingly common and convenient ways to access development. HRDF will fund online learning courses that are either a single one-time pay-as-you-go or a long-term program of study. For example, if you want to take an online course beginning in May, you must apply for HRDF funding for the April 1 to June 30 funding period that opens March 1. If you pay for the course prior to obtaining HRDF funding and cannot prove that the course will start in the proper funding period, the application will be declined. HRDF will not reimburse any annual or short-term subscriptions to online learning providers.

8. *I enrolled in a course and indicated I would use HRDF funding, but now there is no more HRDF funding. What should I do?*

You must decide if you can pay for the course yourself, use your Personal Spending Account (part of your employee benefits, if applicable) or withdraw from the course. It is best to apply for funding prior to completing your registration to ensure that you will be able to pay for the course.

9. *Is it possible to transfer my approved funds to a different course?*

Approved funds are specific to the course or program for which the application was made. Funding is tied to the course, not the applicant. If an employee changes courses or programs, the funding cannot be transferred to a new course. Approval of the new application is dependent on the availability of funds. Applicants who submit receipts for different courses than what was approved will have their reimbursement denied.