



Tuition Waiver/Reimbursement Application Approval Instructions for Manager/Supervisor/Vice President

The following describes the process of reviewing and submitting a recommendation of approval or denial for a tuition waiver/reimbursement application through Workday. As part of an applicant’s management chain you are required to complete this task in a timely manner.

If you have any questions about tuition waiver/reimbursement eligibility or the application process/policy contact benefits@montclair.edu.

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Tuition Waiver/Reimbursement Workflow in Workday

- 1) Applicant submits the application.
- 2) Applicant’s Manager/Supervisor reviews the application and makes a recommendation.
- 3) Applicant’s Division Vice President reviews the application and makes a recommendation.
- 4) Employee Benefits within the Division of Human Resources reviews the application.
- 5) Human Resources Vice President makes a final decision on application.
- 6) Human Resources notifies the applicant of the final decision.

The applicant can check the status of their application at any time in Workday and instructions are included in the applicant tuition waiver/reimbursement job aids.

- 1) Log into Workday.
- 2) A tuition waiver/reimbursement application approval task will appear in your Workday inbox to complete. Click on the task to open and view the application.

Request Process : Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree : Rita Book ☆

24 minute(s) ago - Due 07/24/2020

The task will always start with the text “**Request Process**” and the request type will always be one of the following:

- a. Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree
 - b. Employee Tuition Waiver/Reimbursement Application for Graduate Degree
- 3) Read the instructions at the top of the page.
- 4) Scroll down to view the tuition waiver/reimbursement application.

The application questions are listed on the left and the answers provided by the applicant are on the right. See a sample on page 4.

- 5) Review the application and all attachments.

If you would like to send the application back to the Applicant, you may click the **Send Back** button at the bottom of the page

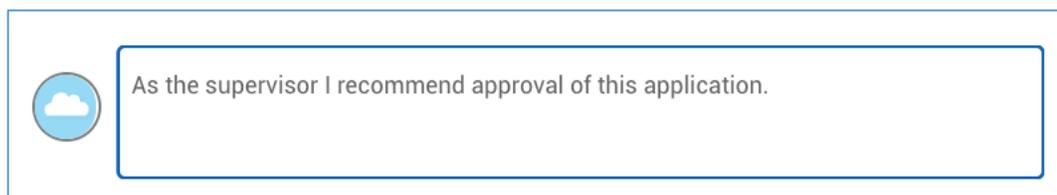
DO NOT CLICK THE DENY BUTTON IN ANY CIRCUMSTANCE, as it will cancel the whole process. If you accidentally click the deny button please contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu) immediately.

6) **Manager/Supervisor Instructions:**

In the comments box at the bottom of the page, you are required to write if you recommend approval or denial of the application. Your comments will be visible to the applicant at all times.

Example 1: As the supervisor, I recommend approval of this application.

Example 2: As the supervisor, I recommend denial of this application.



Click **Approve** at the bottom of the page. The application will now go to the Division Vice President for review.

Division Vice President Instructions:

In the comments box at the bottom of the page, you are required to write if you recommend approval or denial of the application. Your comments will be visible to the applicant at all times.

Example 1: As the Vice President, I recommend approval of this application.

Example 2: As the Vice President, I recommend denial of this application.



As the Vice President I recommend approval of this application.

Click **Approve** at the bottom of the page. The application will now go to Human Resources for review and final decision.

Sample Tuition Waiver/Reimbursement Application Approval

| Question | Answers |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application Type: | Tuition Waiver |
| Semester: | Fall |
| Year: | 2020 |
| Employee Classification/Type: | Manager |
| Degree Type and Major: | BA in Psychology |
| Name of Institution: | Rutgers University |
| Was your program of study or certificate program previously approved by Human Resources for participation in the Tuition Waiver Program? | Yes |
| Provide all of the following information. 1. The name of the program. 2. The date of initial approval. 3. The number of credits previously approved. | BA in Psychology January 2020 for the spring 2020 semester 6 credits approved |
| Are the courses for which you are applying in your degree program? | Yes |
| Course #1: List the course title, course code, number of credits, and the days/times of class meetings. | Introduction to Psychology PSYC101-01 3 credits Mondays and Thursdays from 5:00pm-6:15pm |
| Course #2: List the course title, course code, number of credits, and the days/times of class meetings. | Introduction to Statistical Methods in Psychology PSYC203-05 3 credits Tuesdays 4:00pm-6:30pm |
| Course #3: List the course title, course code, number of credits, and the days/times of class meetings. | |
| Course #4: List the course title, course code, number of credits, and the days/times of class meetings. | |
| Course #5: List the course title, course code, number of credits, and the days/times of class meetings. | |
| Course #6: List the course title, course code, number of credits, and the days/times of class meetings. | |
| Course #7: List the course title, course code, number of credits, and the days/times of class meetings. | |
| Do any of these classes take place during your regular work hours? | Yes |
| Indicate how the time will be made up and be specific. | PSYC203 starts at 4:00pm so I will start work 30 minutes early every Tuesday to make up the time. |
| <p>You are required to attach all of the following documents.</p> <ol style="list-style-type: none"> 1. A current job description. 2. A written statement setting forth how this request is relevant to your current job. 3. A brief recommendation by a supervisor detailing course relevance to job. 4. A course description for each course listed on this application. | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Job Description.docx Uploaded by Lorraine Thierry Just now Comment </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Statement of Job Relevance.docx Uploaded by Lorraine Thierry Just now Comment </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">  Supervisor Recommendation.docx Uploaded by Lorraine Thierry Just now Comment </div> <div style="border: 1px solid #ccc; padding: 5px;">  Course Descriptions.docx Uploaded by Lorraine Thierry Just now Comment </div> |
| Are the courses listed on this application required to meet the minimum education requirements of your job? | No |
| Are the courses on this application part of a program of study that will qualify you for a new trade or business? | Yes |
| Will the courses on this application help you maintain or improve skills used in your current job? | Yes |
| Are the courses on this application required as a condition to retain your current job or pay rate? | No |
| Graduate tuition waiver benefits that exceed \$5,250 per year are subject to federal and state taxation. By entering today's date you are certifying that you have answered the above questions accurately. You understand that if a course is found not to be job-related, you may have to pay taxes on the value of the course. If the value of the course is taxable, you understand that you may owe income tax, FICA payments, and/or penalties and interest, and you agree to assume responsibility for paying these amounts. | 07/25/2020 |
| Additional Information (Optional): | |