Tuition Reimbursement Application Instructions for Undergraduate Degree

The following describes the process of submitting a tuition reimbursement application through Workday. This process is only for active employees who meet all of the tuition reimbursement eligibility requirements. Visit the Tuition Reimbursement web page for more information: https://www.montclair.edu/human-resources/benefits/tuition-waivers/
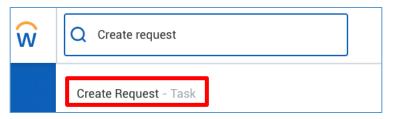
If you have any questions about your tuition reimbursement eligibility or the application process/policy contact the HR Benefits team (benefits@montclair.edu).

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

1) Log into Workday.
2) Type Create Request in the Workday search bar. The search bar is in the upper left corner of your Workday home page.
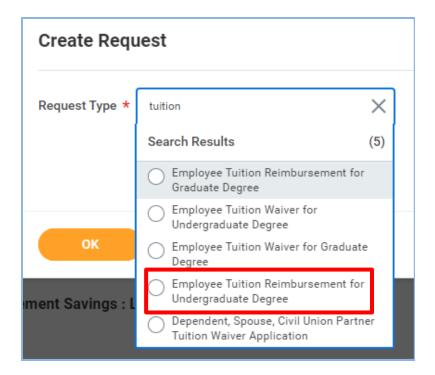

3) Select the first task that shows up called Create Request.

4) In the prompt that appears you can search for **Employee Tuition Reimbursement for Undergraduate Degree** OR
   you can select **All ➔ Employee Tuition Reimbursement for Undergraduate Degree.**

   Make sure the request type you select says <u>Undergraduate Degree.</u>

Create Request

Request Type *   tuition   ✕

Search Results   (5)

○ Employee Tuition Reimbursement for
   Graduate Degree

○ Employee Tuition Waiver for
   Undergraduate Degree

○ Employee Tuition Waiver for Graduate
   Degree

○ Employee Tuition Reimbursement for
   Undergraduate Degree

○ Dependent, Spouse, Civil Union Partner
   Tuition Waiver Application

OK

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5) Click OK at the bottom of the page to start the application.

6) Read the instructions at the top of the page before you begin filling out the application.

7) See pages 5 – 7 for a sample of a completed application.

8) Click submit at the bottom of the page when you finish filling out the application. The application will go through the following approvals before you are notified of the final decision.

　　1. Applicant's Manager/Supervisor

　　2. Applicant's Division Vice President

　　3. Employee Benefits within the Division of Human Resources

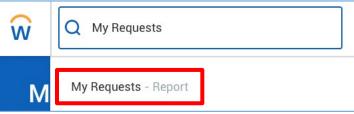　　4. Human Resources Vice President

You will receive a Workday inbox task if your application is approved

You will be contacted by Employee Benefits within the Division of Human Resources if your application is denied.

Checking the Status of a Tuition Reimbursement Application

1) Log into Workday.
2) Type **My Requests** in the Workday search bar. The search bar is in the upper left corner of your Workday home page.
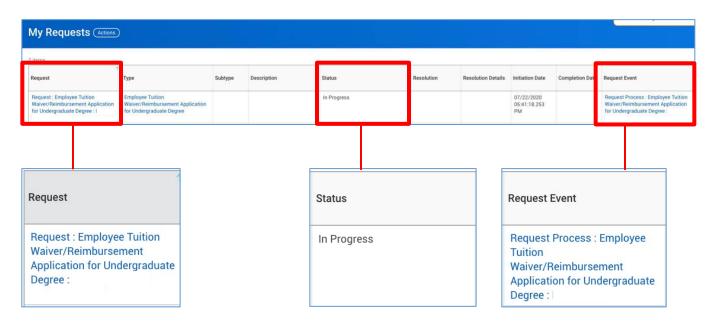

3) Select the first report task that shows up called **My Requests**.

4) You will now see a list of all the requests you have created. Find your tuition waiver/reimbursement application.

   Click the blue link under the Request column to view your application. An in-progress request will read **In Progress** in the Status column. The Resolution and Resolution Details columns will be blank. You can click on the blue link under the Request Event column to see where the application is in the approval process.

A denied application will read **Successfully Completed** in the Status column, **Denied** in the Resolution column, and **Denied** in the Resolution Details column.

Status	Resolution	Resolution Details	Initiation Date	Completion Date
Successfully Completed	Denied ⋯	Denied	07/23/2020 10:42:05.739 AM	07/23/2020 10:46:47.951 AM

An approved application will read **Successfully Completed** in the Status column, **Done** in the Resolution column, and **Done** in the Resolution Details column.

Status	Resolution	Resolution Details	Initiation Date	Completion Date
Successfully Completed	Done	Done	07/22/2020 05:41:18.253 PM	07/23/2020 12:13:12.838 PM

Sample Employee Tuition Reimbursement Application for Undergraduate Degree

Semester: (Required)

○ Fall

○ Winter

● Spring

○ Summer

Year: (Required)

2024

Employee Classification/Type: (Required)

○ NJLESA

○ NJSOLEA

○ AFT

○ CWA

○ IFPTE

○ PBA

○ Manager

Degree Type and Major: (Required)

BA Psychology

Name of Institution: (Required)

Rutgers University

Was your program of study or certificate program previously approved by Human Resources for participation in the Tuition Waiver Program? (Required)

○ Yes

● No

Please attach a copy of the acceptance letter into the program.
(Required)

Are the courses for which you are applying in your degree program? (Required)

○ Yes ●
○ No

Course #1: List the course title, course code, number of credits, and the days/times of class meetings. (Required)

[   ]

Course #2: List the course title, course code, number of credits, and the days/times of class meetings.

[   ]

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? (Required)

◉ Yes

◯ No

Indicate how the time will be made up and be specific. (Required)

[ ]

Attach the following document.
1. A brief recommendation by a supervisor.

(Required)

Drop files here

or

(Select files)

Additional Information (Optional):

[ ]