

Employee Tuition Assistance Online Application Instructions

PURPOSE:

This document will provide step by step instructions on how to use the online Tuition Benefit Application to process a request for the Employee Tuition Assistance benefit.

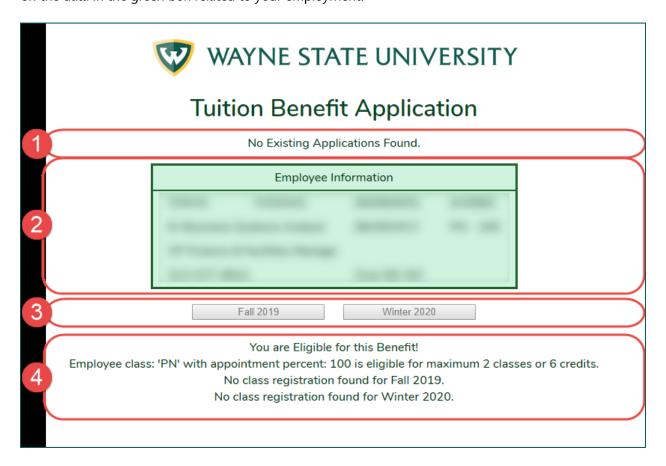
PROCEDURE:

To get started, log into Academica.

Navigate to Resources > Employee Resources > Employee Self-Service.

Click on **Tuition Benefit** to launch the online application. You'll arrive at a screen that looks like the picture below. Note the sections below:

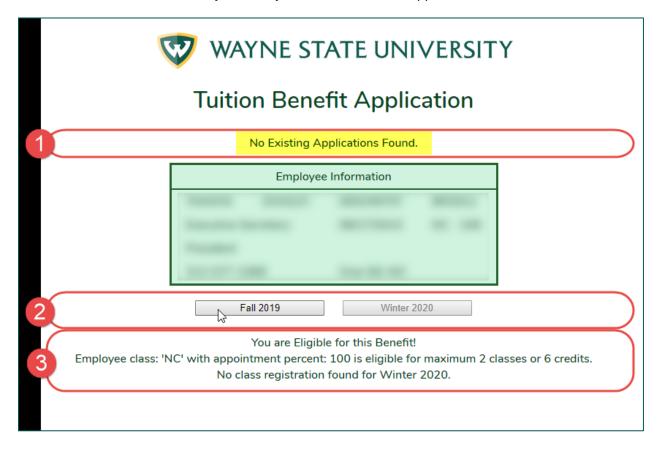
- 1. If you've never used this online application before, you'll see "No Existing Applications Found."
- 2. All of your relevant employee data is populated in the green box. Be sure to verify that it is all correct and if it isn't, contact HR Client Services for assistance.
- 3. If you have not enrolled in any courses, these buttons will be disabled. If you have enrolled, one or both buttons will be enabled (as seen on next page).
- 4. Your eligibility for the Employee Tuition Assistance benefit is summarized at the bottom of the screen and is based on the data in the green box related to your employment.



To Begin Your Tuition Benefit Application:

If you have enrolled in courses, you'll notice that one or both semester buttons will be enabled (section 2 below).

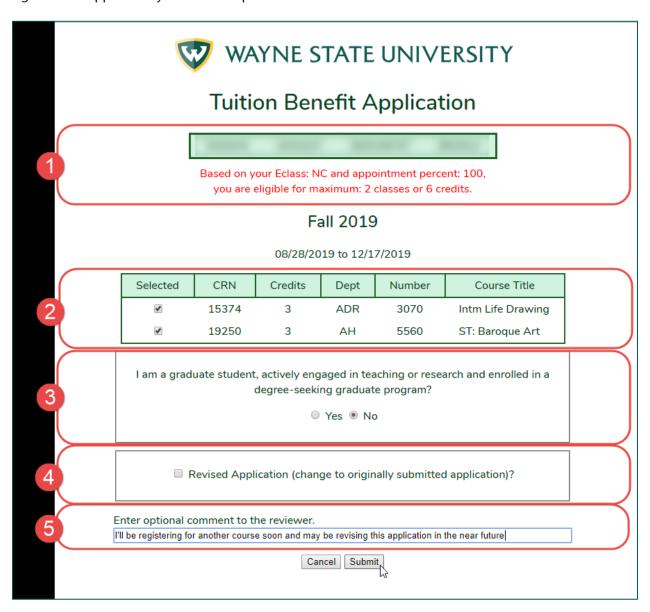
Click on the button for the semester that you'd like your tuition assistance applied to.



Within the application screen, you'll see sections 1-5:

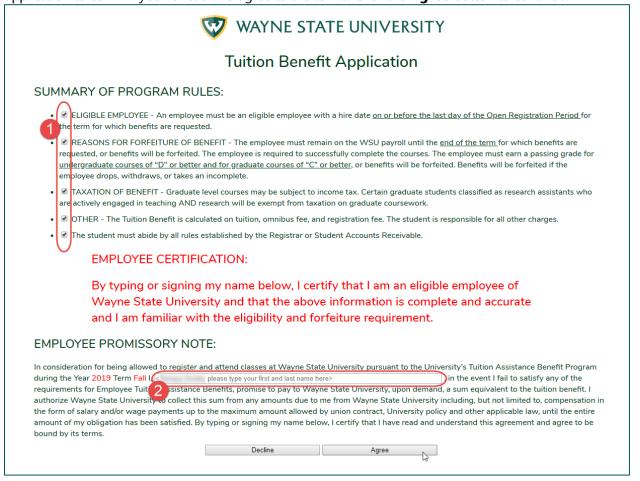
- 1. Your employee information along with your tuition eligibility information.
- 2. The courses you are enrolled in are displayed for the semester you've selected. Click the box under "Selected" for the course(s) you would like to have your tuition assistance applied to.
- 3. Certify whether you are a graduate student meeting the criteria noted by clicking **Yes** or **No**.
- 4. If you want to modify your original application, click the **Revised Application** box.
- 5. When completing a revised application, you must enter comments explaining why you are submitting the revisions. Human Resources must review your comments along with your application to ensure that your application is handled properly.

Once you have completed sections 2 & 3, click the **Submit** button at the bottom of the screen. **Note:** if you are submitting a revised application you must complete sections 2-5.

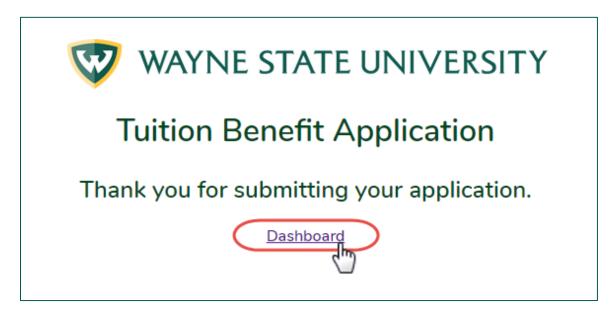


On the next screen you should read the Summary of Program Rules:

- 1. It is mandatory that you check the box next to each rule after reading it to acknowledge your understanding and acceptance of the rule. All rules must be read and checked.
- 2. Read the Employee Promissory Note and type your name **exactly as it appears** in this section of the application to confirm you've read and agree to the terms. Click the **Agree** button to continue.

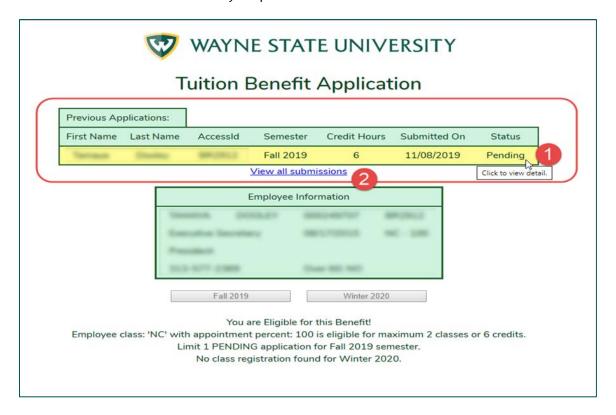


The following screen confirms that you've completed the application process and that it has been placed in the HR portal for processing. To move back to your main screen, click **Dashboard**.

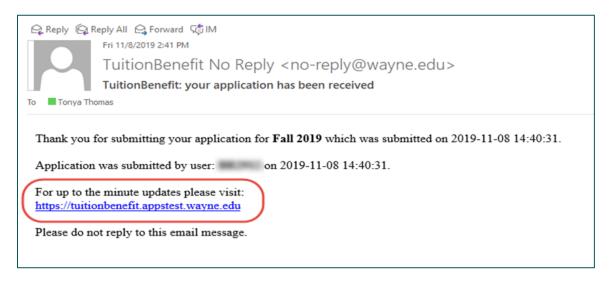


Once you return to your main screen you will be able to:

- 1. See your recent application submissions.
- 2. Click **View all submissions** to review your prior submissions.



Here is an example of the confirmation email that you will receive upon submission.

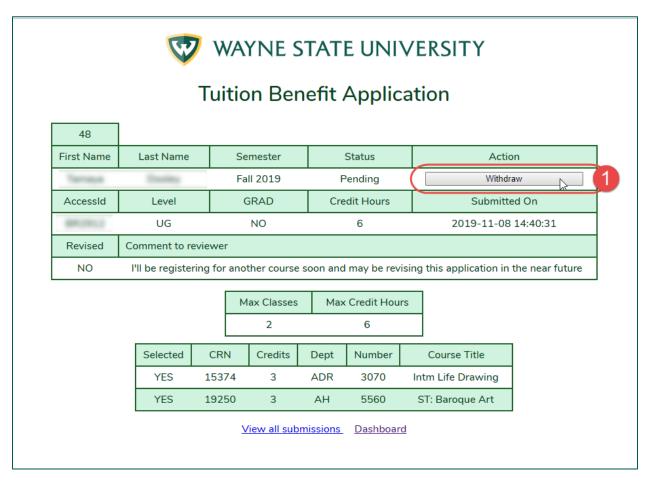


To Make Changes to your Pending Application

Click the word **Pending** to open the application.



Clicking "Pending" will allow you to the view all the details of the submission, along with the option to withdraw the submission. To withdraw the submission, click the **Withdraw** button. Your request will be sent to the HR portal and no further action is required.



Here is an example of the confirmation email that you will receive upon submission of the withdrawal.

From: TuitionBenefit No Reply <no-reply@wayne.edu>

Sent: Thursday, April 16, 2020 3:15 PM

To:

Subject: TuitionBenefit Withdraw Confirmation

You have withdrawn your Tuition Assitance request for Spring/Summer 2020 which was submitted on 2020-04-10 16:42:32.

Application was withdrawn by user: AA1234 on 2020-04-16 15:14:33.

To submit new request please visit:

https://tuitionbenefit55.appstest.wayne.edu

Please do not reply to this email message.