

Employee Tuition Waiver Application Guide



Employee Tuition Waiver Application Instructions

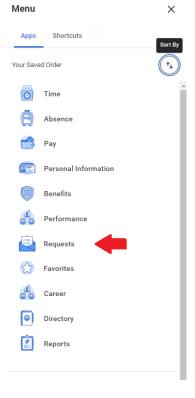
Please follow the steps below to submit an Employee Tuition Waiver Request in Workday. For information regarding the Tuition Waiver Program, please visit <u>https://www.kean.edu/offices/human-resources/benefits/benefits-work-life-balance/tuition-waiver-program</u>.

However, if you have any questions about your eligibility for a tuition waiver or the application process, please contact Tameeka Upshaw. She can be reached at 908-737-3308 or via email at <u>tupshaw@kean.edu</u>.

Step 1: From your home screen, navigate to "Your Top Apps" and click "View All Apps".

Welcome	It's Wednesday, March 22, 2023
Awaiting Your Action	Quick Tasks
You're all caught up on your inbox items.	Request Absence
Timely Suggestions	My Payslips
	Check In
Your Team Has Upcoming Absences As of Thursday, April 6. a member of your team has an upcoming absence. View Team Calendar	Your Top Apps
	Time
Recommended for You	Absence
	Pay
	Personal Information
	B View All Apps

Step 2: A list of Apps will appear to the left of your screen. Select "Requests".



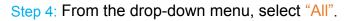
**Note that not all homepages are the same therefore your icon may not be in any particular location.

Step 3: Click "Create Request".

Actions	View
Create Request	My Submitted Requests
	Request Types

You can also type "Create Request" in the Search Bar and select the "Create Request" task.

Q	create request	
	Create Request Task	ANU



Create Requ	Jest		
Request Type *	Search	:≡	
	All		
	Request Types by Workday Object	>	
	Request Types without Workday Objects	>	
ок	Cancel		

Step 5: Choose "Employee Tuition Waiver Request" and click "OK".

Create Requ	iest			×
Request Type *	Search	≣		
	\leftarrow All		·	
	O Cost Center Change Request			
	O Dependent Tuition Waiver Request			
ок	Employee Tuition Waiver Request			
	O Supervisory Organization Change Request			

Step 6: Complete the Employee Tuition Waiver Application and click "Submit".

Please review the application once completed, prior to hitting submit, to ensure that it is completed correctly. Once submitted, it cannot be changed, and will need to be resubmitted.

				ase complete this application to request an Employee Tuition Waiver.				
lease provide your Kear Required)	i ID# (You must e	enter seven di	igits):					
				 /				
lease provide your First Required)	and Last Name:							
lease list your Departm Required)	ent:							
				/				
lease select your Union Required)								
A.F.T.								
C.W.A.								
LEPT.E.								
N.J.L.E.S.A.								
N.J.S.O.L.E.A.								

Once submitted, the Request will be routed to the employee's Manager and then to the Office of Human Resources for Final Review and Approval. If approved, you will receive a systemgenerated notification confirming the approval.

Checking the Status of a Tuition Waiver Application

At any point in the process, you can access the "My Submitted Requests" task, located in the Requests app, to check on the status of all your requests.

Actions	View
Create Request	My Submitted Requests
	Request Types

This list will contain all of the requests you have submitted, and their status.

If you encounter any errors during this process, please feel free to email <u>Workday@kean.edu</u> for assistance.