KEAN | workday

My Guide

Employee Tuition Waiver Application Guide

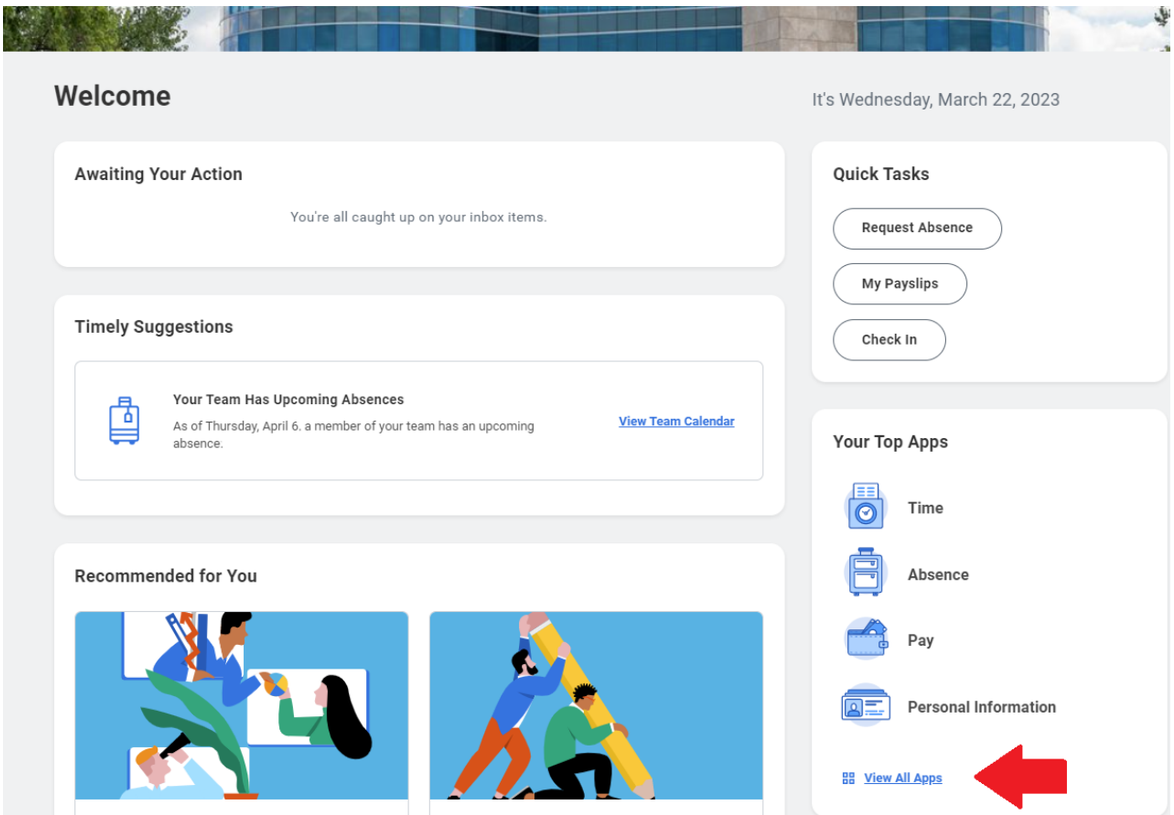


Employee Tuition Waiver Application Instructions

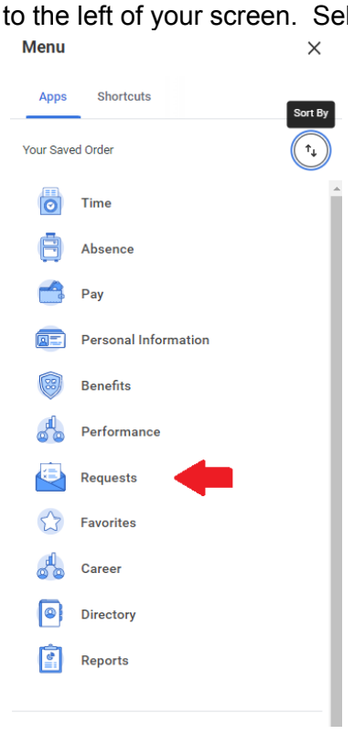
Please follow the steps below to submit an Employee Tuition Waiver Request in Workday. For information regarding the Tuition Waiver Program, please visit https://www.kean.edu/offices/human-resources/benefits/benefits-work-life-balance/tuition-waiver-program.

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 tupshaw@kean.edu.

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



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

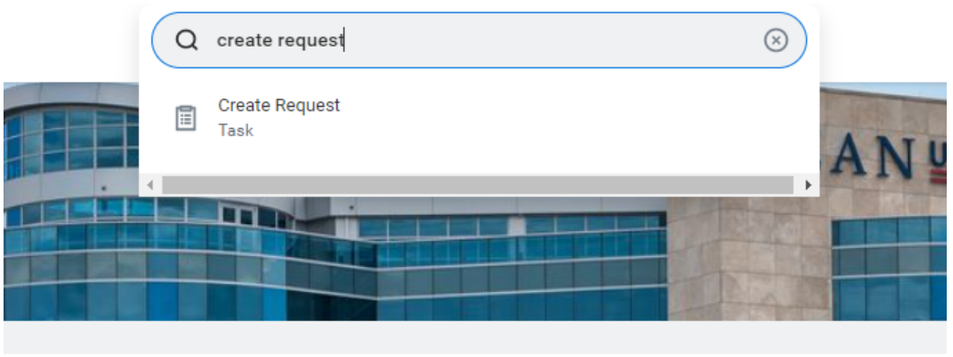


**Note that not all homepages are the same therefore your icon may not be in any particular location.

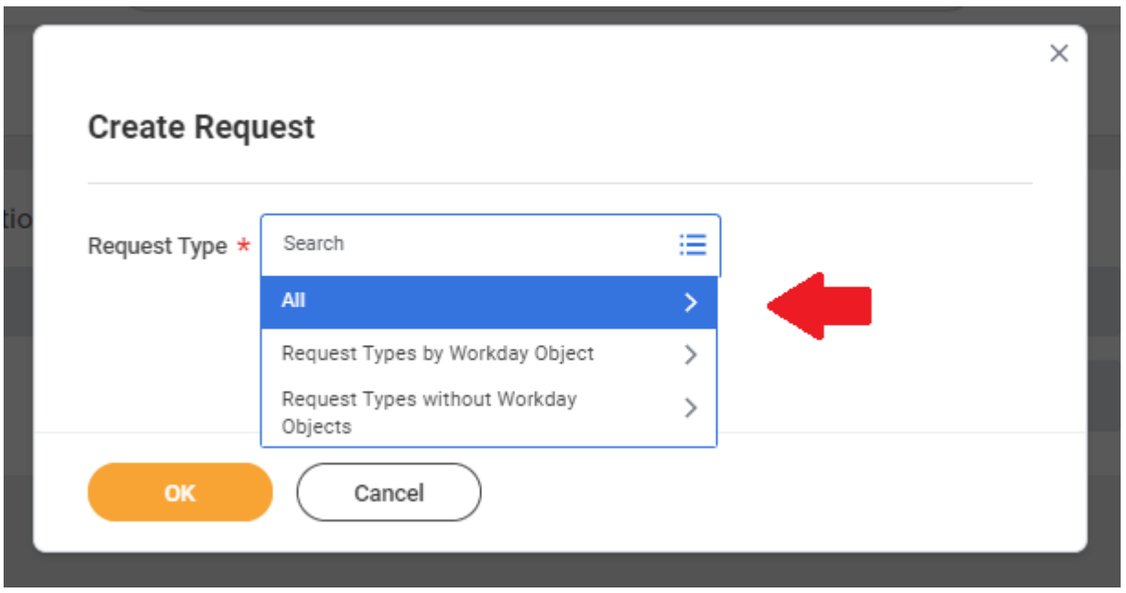
Step 3: Click “Create Request”.



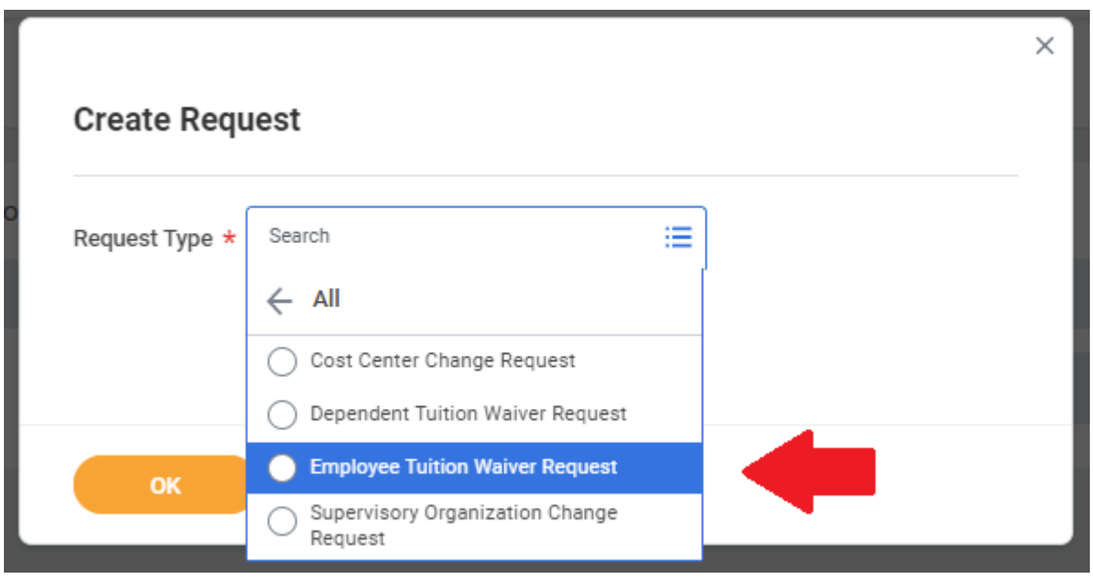
You can also type “Create Request” in the Search Bar and select the “Create Request” task.



Step 4: From the drop-down menu, select “All”.

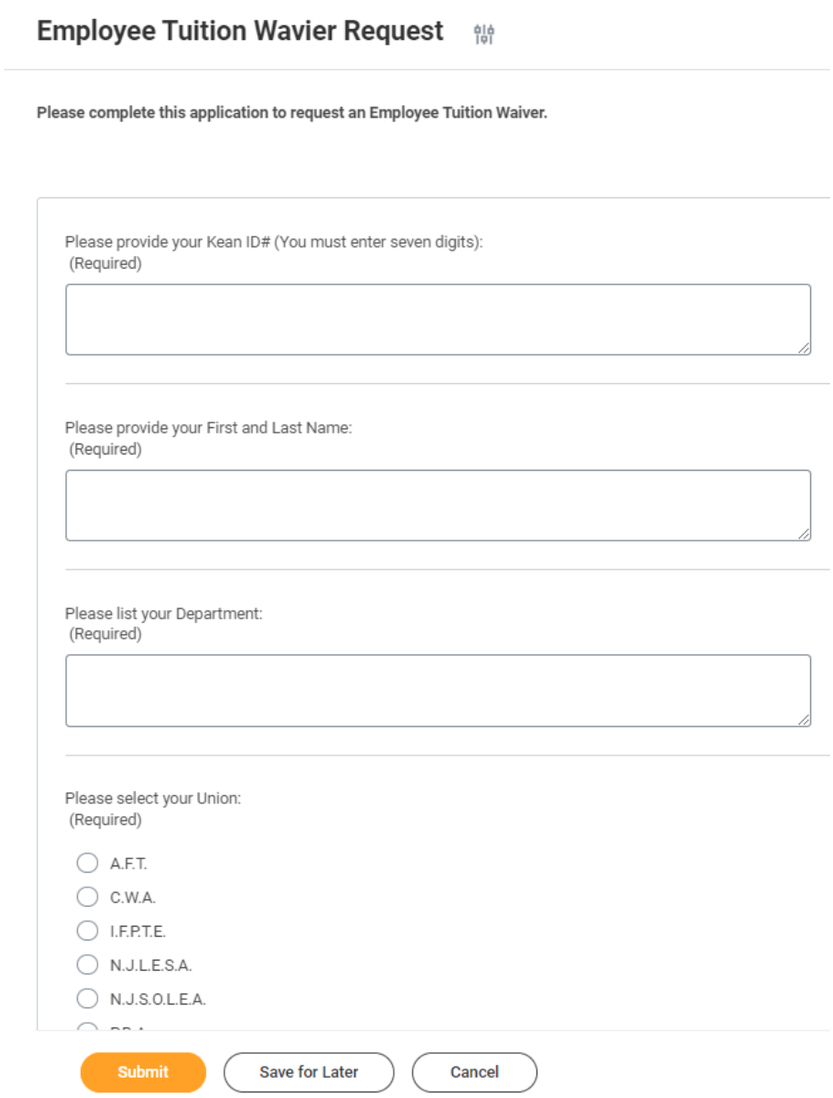


Step 5: Choose “Employee Tuition Waiver Request” and click “OK”.



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

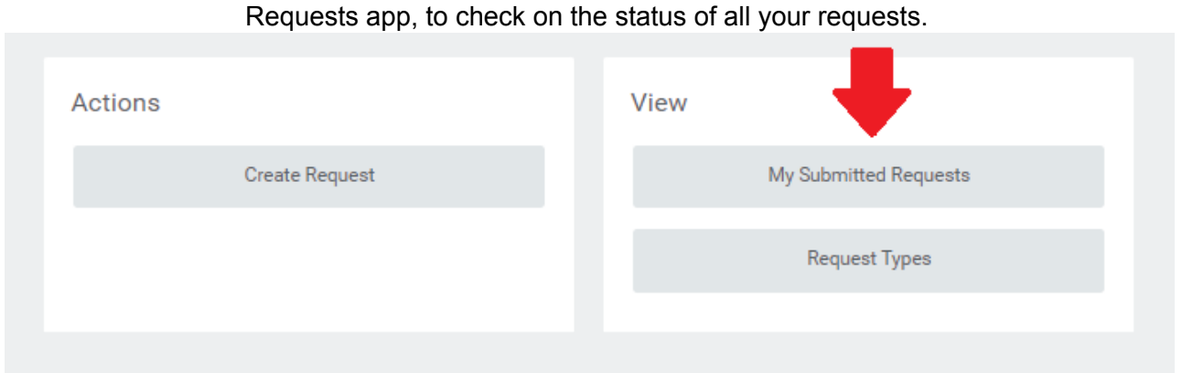
Please review the application once completed, prior to hitting submit, to ensure that it is completed correctly. Once submitted, it cannot be changed, and will need to be resubmitted.



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 system-generated 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.



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 Workday@kean.edu for assistance.