

Spouse/Civil Union Partner Tuition Waiver Application Guide



Spouse/Civil Union Partner Tuition Waiver Application Instructions

Please follow the steps below to submit a Spouse/Civil Union Partner 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 spouse or civil union partner's 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".

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

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.

create request 🛞)
Create Request Task	ANU

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

Create Requ	iest		
Request Type *	Search	:=	
	All		
	Request Types by Workday Object	>	
	Request Types without Workday Objects	>	

Step 5: Choose "Spouse/Civil Union Partner Tuition Waiver Request" and click "OK".

Create Requ	Jest	×
Request Type *	Search :=	
	Dependent Tuition Waiver Request	
ок	Employee Tuition Wavier Request	
	O Spouse/Civil Union Partner Tuition Waiver Request	
	Supervisory Organization Change Request	

Step 6: Complete the Spouse/Civil Union Partner 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.

oo oompio	this application to request a Tuition W	Vaiver for your Spouse or Civil Union Partne	er.
Please prov (Required)	de your Kean ID# (You must enter seve	n digits):	
Please prov (Required)	de your First and Last Name:		
Please sele	t vour Union:		
(Required)	cyour ornon.		
A.F.T			
O C.W.			
	.E.		
I.F.P.	E.S.A.		
O I.F.P.			
 I.F.P.[*] N.J.L N.J.S 	O.L.E.A.		
 I.F.P.' N.J.L N.J.S P.B.A 	O.L.E.A.		

Once submitted, the Request will be routed 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.

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.