TRMS Approval Process

The listed flow assumes the Employee does not have any prior approval from their Direct Supervisor or Department Head. If they do, those approval points are skipped.

1. Employee completes the Tuition Reimbursement form, starting the approval process.
2. If an event is less than two weeks from starting, the request for reimbursement is marked urgent.
3. The Employee’s Direct Supervisor (DS) can either approve or request additional information from their Employee.
4. If the DS does not respond to the pending approval quickly enough, the request is auto-approved.
5. If the DS denies the pending approval, they must provide a reason for doing so.
6. If the DS is also the Department Head, then the Department Head approval is automatically granted.
7. The Employee’s Department Head (DH) can either approve or request additional information from their Employee or the DS.
8. Like the DS, if the DH does not respond to the pending approval quickly enough, the request is auto-approved.
9. The Benefits Coordinator (BenCo) can either approve or request additional information from their Employee, the DS, and/or the DH.
10. The BenCo’s approval *must* be obtained. It cannot be done prior to the submission of the Tuition Reimbursement form or skipped, even if approval is not given in a timely manner.
11. However, if the BenCo does *not* respond in a timely manner, an escalation email is sent to the BenCo’s DS.
12. The BenCo can change the reimbursement amount at their discretion. The Employee is notified of the change and given the option to withdraw their request.
13. If the BenCo grants a reimbursement that exceeds the Employee’s available reimbursement amount, they must provide a reason for doing so and the reimbursement will be marked as exceeding available funds.
14. Once the event is over, the Employee must attach either their grade or presentation as applicable. This grade or presentation must be passing to be eligible for the reimbursement.
15. If a grade, then the BenCo must confirm the grade is passing
16. If a presentation, then the DS must confirm that the presentation was satisfactory and presented to the appropriate parties in management.
17. Once confirmation is obtained, the Employee receives their reimbursement amount.