

Employee Tuition Benefits Quick Guide

Audience: Tuition Benefit Eligible Employees

Purpose and Overview

The purpose of this quick guide is to detail the process of how to apply for employee tuition benefits in Workday.

Workday Steps

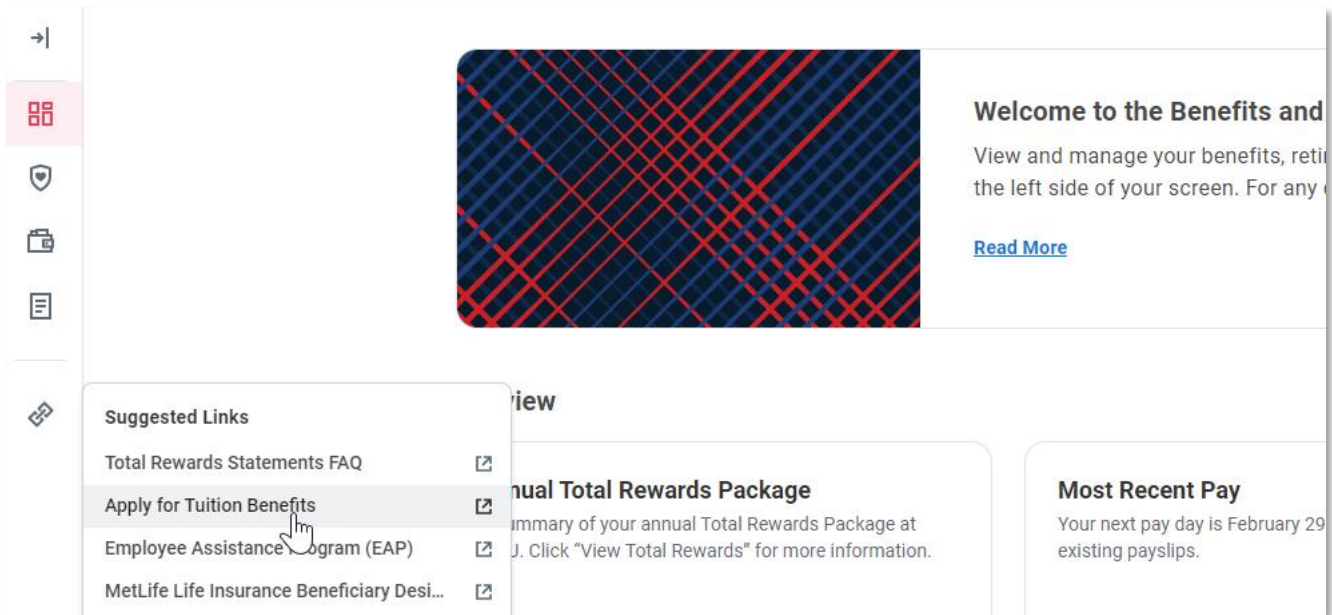
1. If you are a US-based Faculty/Staff member, select the **Benefits and Pay** hub icon from the main menu.



Benefits and Pay

Note: If you are an internationally-based Faculty/Staff member, click the **Benefits app**. Then under **External Links**, click **Apply for Tuition Benefits** and proceed to Step 3.

2. Under **Suggested Links**, click **Apply for Tuition Benefits**.



3. Click **New Employee Request**.



4. Select the appropriate **School** from the drop-down menu.

School:

School: Enter new school name if not listed in the dropdown list.

Note: If the school is not listed, select **OTHER – SCHOOL NOT LISTED**.

5. Complete the remaining fields for **Year**, **Term**, **Type**, and **Study Level**.

Year:	select one ▼
Term:	select one ▼
Type:	select one ▼
Study Level:	select one ▼

Note: **Type** is auto populated when the school selected is **CMU**.

Note: If you are attending **CMU** skip to **Step 8**.

If you are attending any other school, complete the course information for any courses you want to apply the tuition benefit. This includes the course number and course title.

Course:	Enter course number.	Enter course title.
Course:	Enter course number.	Enter course title.
Career Related:	<input checked="" type="checkbox"/>	
Description:	Please relate the course(s)/degree to <input type="text"/> <small>This is a required field</small>	

6. Place a check in the **Career Related** field and describe how the course(s) relate to your career goals at CMU.

Course:	Enter course number.	Enter course title.
Course:	Enter course number.	Enter course title.
Career Related:	<input checked="" type="checkbox"/>	
Description:	Please relate the course(s)/degree to <input type="text"/> <small>This is a required field</small>	

Note: The application will produce an error when trying to submit if the statement exceeds 255 characters. If it is too long type **See Attachment** in the **Description** field and upload a Word document with the full statement.

7. Download the **Supervisor Form** and ensure that all appropriate fields are auto populated. Complete any missing information and ensure that you and your supervisor both sign the form.

Supervisor Form:	Download Supervisor Form		
Supporting Documents:	Supervisor Request Form Required. Please upload a completed Supervisor Request form.		
	<input type="button" value="Browse..."/> No file selected.	Supervisor Request Form ▼	<input type="button" value="Upload Attachments"/>
	<input type="button" value="Save this Request"/> <input type="button" value="Submit this Request"/>		

8. Scan and save the completed form to your computer. Click **Browse** to upload your completed form. Once the file name of your form displays in the field next to **Browse**, click **Upload Attachments**.

Supervisor Form:	Download Supervisor Form		
Supporting Documents:	Invoice is required. Please upload an invoice from the institution you are attending. Course Descriptions are required. Please upload a copy of your course descriptions from the institution you are attending. Supervisor Form Required. Please upload a completed Supervisor Form.		
	<input type="button" value="Choose File"/> No file chosen	Supervisor Request Form ▼	<input type="button" value="Upload Attachments"/> (Add more than one attachments by repeating browse->select->upload)
	<input type="button" value="Save this Request"/> <input type="button" value="Submit this Request"/>		

9. If you are attending any other school, you will need to provide an invoice and course descriptions. Select **Browse** to locate the file. Once the file displays next to **Browse** ensure that you are selecting the appropriate **Document Type** from the drop-down list. Repeat this step to attach both an invoice and course descriptions for each course that will receive the tuition benefit.

Note: An acceptable invoice must display **Your Name, School Name, Semester** (or reference to the time of year), and the **Tuition Amount** listed separately from any fees. A screenshot of an online account is sufficient as long as the above requirements are met.

10. Review that all the attachments are displayed in the documents section with the correct **Document Type**.

Documents		
	Document Name	Document Type
1.	Smith course descriptions.docx	Course Descriptions
2.	Smith Invoice.docx	Invoice
3.	Smith Tuition Form.docx	Supervisor Request Form

11. Click **Submit this Request**.

Supervisor Form:	Download Supervisor Form		
Supporting Documents:	Supervisor Request Form Required. Please upload a completed Supervisor Request form.		
	<input type="button" value="Browse..."/> No file selected.	Supervisor Request Form ▼	<input type="button" value="Upload Attachments"/>
	<input type="button" value="Save this Request"/>	<input type="button" value="Submit this Request"/>	

Note: You will receive an email confirmation once your application has been successfully submitted. If you select **Save this Request** it will be assumed that the application is not complete and will **not** be processed.

Next Steps

- For process and policy-related questions contact **HR Services**:
<https://www.cmu.edu/hr/service-center/help/index.html> or 412-268-4600.
- For student account questions contact **The HUB**:
thehub@andrew.cmu.edu or 412-268-8186.