

Dependent 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 dependent tuition benefits in Workday.

Workday Steps

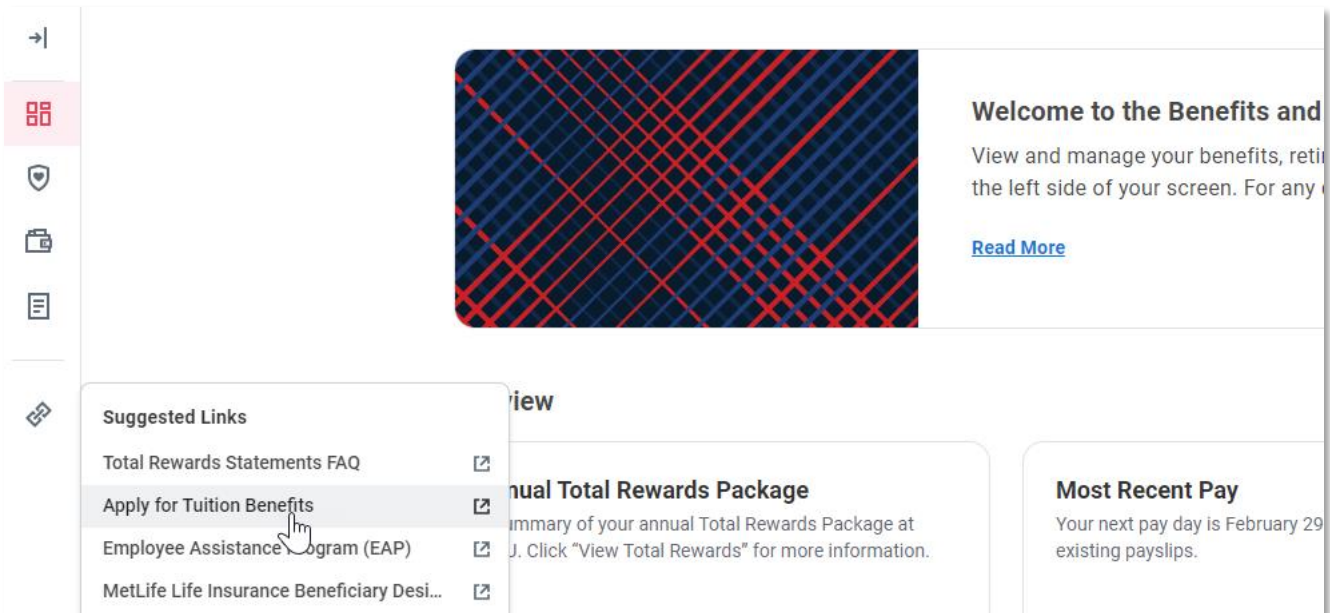
1. If you are a US-based Faculty/Staff member, select the **Benefits and Pay** hub icon from the main menu.



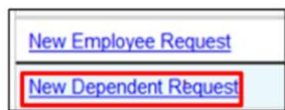
Benefits and Pay

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 Dependent Request**.



4. Complete the questions at the top of the application.

Is the child naturally born to, legally adopted by, or a stepchild of the employee, or the employee's spouse/domestic partner?	<input type="radio"/> Yes <input type="radio"/> No
Is dependent your IRS dependent?	<input type="radio"/> Yes <input type="radio"/> No
Is your spouse/domestic partner a CMU employee?	<input type="radio"/> Yes <input type="radio"/> No

Note: If your answer to questions one or two is No then you are not eligible for the dependent tuition benefit. Please see the [tuition benefits page](#) for further information.

5. 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 Known** and contact the HR Service Center to begin the school set-up process.

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

Year:	<input type="text" value="select one"/> ▼
Term:	<input type="text" value="select one"/> ▼
Type:	<input type="text" value="select one"/> ▼
Study Level:	<input type="text" value="select one"/> ▼

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

Note: If you are attending **CMU** skip to **Step 10**.

7. Select **Browse** to upload your dependent's itemized invoice (the file must be saved to your computer before you can complete this step). The file name of your invoice is displayed in the box next to **Browse**.

Supporting Documents:	<input type="button" value="Browse..."/>	Bob Jr Invoice.docx	<input type="text" value="Invoice"/> ▼	<input type="button" value="Upload Attachments"/>
<input type="button" value="Save this Request"/> <input type="button" value="Submit this Request"/>				

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

8. Select **Invoice** from the drop-down box indicating the attachment type. Click **Upload Attachments**.

Supporting Documents:	Invoice is required. Please upload an invoice from the institution you are attending.			
	<input type="button" value="Choose File"/>	No file chosen	<input type="text" value="Invoice"/> ▼	<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. Review that all the attachments are displayed in the documents section with the correct Document Type.

Documents	
Document Name	Document Type
1. Bob Jr Invoice.docx	Invoice

10. Click **Submit this Request**.

Supporting Documents:	Invoice is required. Please upload an invoice from the institution you are attending.			
	<input type="button" value="Choose File"/>	No file chosen	<input type="text" value="Invoice"/> ▼	<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"/>				

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

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