



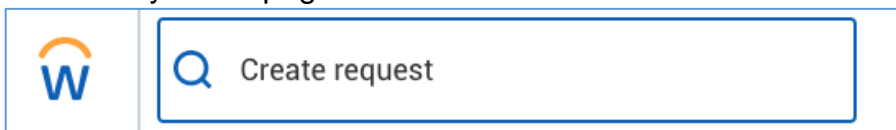
Tuition Waiver/Reimbursement Application Instructions for Graduate Degree

The following describes the process of submitting a tuition waiver/reimbursement application through Workday. This process is only for active employees who meet all of the tuition waiver/reimbursement eligibility requirements. Visit the Tuition Waiver/Reimbursement web page for more information: <https://www.montclair.edu/human-resources/benefits/tuition-waivers/>

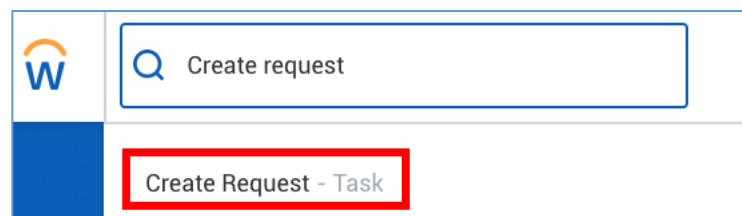
If you have any questions about your tuition waiver/reimbursement eligibility or the application process/policy contact the Benefits team (benefits@montclair.edu).

If you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

- 1) Log into Workday.
- 2) Type Create Request in the Workday search bar. The search bar is in the upper left corner of your Workday home page.



- 3) Select the first task that shows up called Create Request.



- 4) In the prompt that appears you can search for **Employee Tuition Waiver/Reimbursement Application for Graduate Degree**
OR
you can select **All** → **Employee Tuition Waiver/Reimbursement Application for Graduate Degree**

Make sure the request type you select says Graduate Degree.

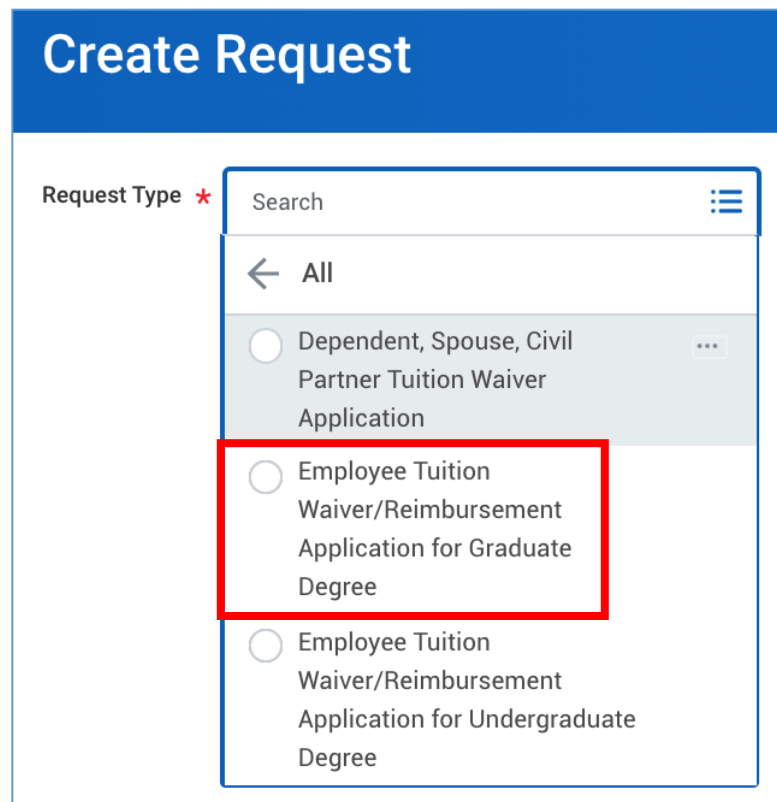
Create Request

Request Type *

Search

← All

- Dependent, Spouse, Civil Partner Tuition Waiver Application
- Employee Tuition Waiver/Reimbursement Application for Graduate Degree
- Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree



- 5) Click OK at the bottom of the page to start the application.
- 6) Read the instructions at the top of the page before you begin filling out the application.
- 7) See pages 5 – 9 for a sample of a completed application.
- 8) Click submit at the bottom of the page when you finish filling out the application. The application will go through the following approvals before you are notified of the final decision.
 1. Applicant's Manager/Supervisor
 2. Applicant's Division Vice President
 3. Employee Benefits within the Division of Human Resources
 4. Human Resources Vice President

You will receive a Workday inbox task if your application is approved

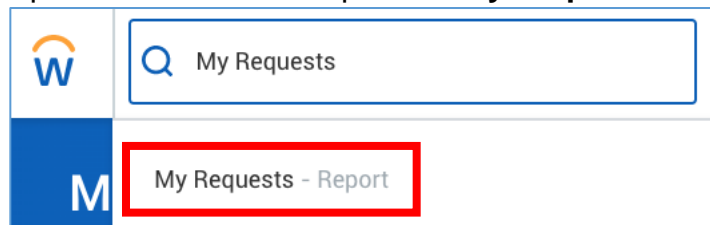
You will be contacted by Employee Benefits within the Division of Human Resources if your application is denied.

Checking the Status of a Tuition Waiver/Reimbursement Application

- 1) Log into Workday.
- 2) Type **My Requests** in the Workday search bar. The search bar is in the upper left corner of your Workday home page.



- 3) Select the first report task that shows up called **My Requests**.



- 4) You will now see a list of all the requests you have created. Find your tuition waiver/reimbursement application.

Click the blue link under the Request column to view your application. An in-progress request will read **In Progress** in the Status column. The Resolution and Resolution Details columns will be blank. You can click on the blue link under the Request Event column to see where the application is in the approval process.

A screenshot of the 'My Requests' table in Workday. The table has a blue header with 'My Requests' and an 'Actions' button. Below the header is a table with the following columns: Request, Type, Subtype, Description, Status, Resolution, Resolution Details, Initiation Date, Completion Date, and Request Event. A single row of data is visible. Three red boxes highlight the 'Request', 'Status', and 'Request Event' columns. Red lines connect these boxes to callout boxes below the table.

Request	Type	Subtype	Description	Status	Resolution	Resolution Details	Initiation Date	Completion Date	Request Event
Request : Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree :	Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree			In Progress			07/22/2020 05:41:18.253 PM		Request Process : Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree :

Request

[Request : Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree :](#)

Status

In Progress

Request Event

[Request Process : Employee Tuition Waiver/Reimbursement Application for Undergraduate Degree :](#)

A denied application will read **Successfully Completed** in the Status column, **Denied** in the Resolution column, and **Denied** in the Resolution Details column.

Status	Resolution	Resolution Details	Initiation Date	Completion Date
Successfully Completed	Denied 	Denied	07/23/2020 10:42:05.739 AM	07/23/2020 10:46:47.951 AM

An approved application will read **Successfully Completed** in the Status column, **Done** in the Resolution column, and **Done** in the Resolution Details column.

Status	Resolution	Resolution Details	Initiation Date	Completion Date
Successfully Completed	Done	Done	07/22/2020 05:41:18.253 PM	07/23/2020 12:13:12.838 PM

Sample Employee Tuition Waiver/Reimbursement Application for Graduate Degree

Application Type: (Required)

Tuition Waiver
 Tuition Reimbursement

Semester: (Required)

Fall
 Winter
 Spring
 Summer

Year: (Required)

2020

Employee Classification/Type: (Required)

AFT
 CWA
 IFPTE
 PBA
 AFSCME
 Manager

Degree Type and Major: (Required)

BA in Psychology

Name of Institution: (Required)

Rutgers University

Was your program of study or certificate program previously approved by Human Resources for participation in the Tuition Waiver Program? (Required)

- Yes
- No

Provide all of the following information.

1. The name of the program.
2. The date of initial approval.
3. The number of credits previously approved. (Required)

BA in Psychology
January 2020 for the spring 2020 semester
6 credits approved

Are the courses for which you are applying in your degree program? (Required)

- Yes
- No

Course #1: List the course title, course code, number of credits, and the days/times of class meetings. (Required)

Introduction to Psychology
PSYC101-01
3 credits
Mondays and Thursdays from 5:00pm-6:15pm

Course #2: List the course title, course code, number of credits, and the days/times of class meetings.

Introduction to Statistical Methods in Psychology
PSYC203-05
3 credits
Tuesdays 4:00pm-6:30pm

Course #3: List the course title, course code, number of credits, and the days/times of class meetings.

Course #4: List the course title, course code, number of credits, and the days/times of class meetings.

Course #5: List the course title, course code, number of credits, and the days/times of class meetings.

Course #6: List the course title, course code, number of credits, and the days/times of class meetings.

Course #7: List the course title, course code, number of credits, and the days/times of class meetings.

Do any of these classes take place during your regular work hours? (Required)

Yes

No

Indicate how the time will be made up and be specific. (Required)

PSYC203 starts at 4:00pm so I will start work 30 minutes early every Tuesday to make up the time.

You are required to attach all of the following documents.

1. A current job description.
2. A written statement setting forth how this request is relevant to your current job.
3. A brief recommendation by a supervisor detailing course relevance to job.
4. A course description for each course listed on this application. (Required)



Job Description.docx



Comment



Statement of Job Relevance.docx



Comment



Supervisor Recommendation.docx



Comment



Course Descriptions.docx



Comment

Upload

Are the courses listed on this application required to meet the minimum education requirements of your job? (Required)

Yes

No

Are the courses on this application part of a program of study that will qualify you for a new trade or business? (Required)

Yes

No

Will the courses on this application help you maintain or improve skills used in your current job? (Required)

Yes

No

Are the courses on this application required as a condition to retain your current job or pay rate?
(Required)

- Yes
 No

Graduate tuition waiver benefits that exceed \$5,250 per year are subject to federal and state taxation. By entering today's date you are certifying that you have answered the above questions accurately. You understand that if a course is found not to be job-related, you may have to pay taxes on the value of the course. If the value of the course is taxable, you understand that you may owe income tax, FICA payments, and/or penalties and interest, and you agree to assume responsibility for paying these amounts. (Required)

07 / 25 / 2020 

Additional Information (Optional):