



ONLINE TUITION WAIVER Tutorial for Approvers (‘eTuition Waiver’)

Salt Lake Community College
Banner Human Resources Self-Service

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- This presentation is to educate approvers on how to access and approve or deny an online tuition waiver ('eTuition Waiver') for their employees and the employee's qualifying dependents. Included in this presentation are step-by-step instructions on how to:
 - Access the eTuition Waiver through SLCC MyPage;
 - Approve tuition waivers for their employees and eligible dependent(s);
 - View eTuition Waivers previously submitted; Locate information concerning eTuition Waiver processing timelines; and
 - Be knowledgeable about exceptions to the eTuition Waiver.

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- *At the present time, the eTuition Waiver is available only to full-time staff and faculty and their eligible dependent(s).*
- When fully implemented, the eTuition Waiver process will serve the majority of employees and eligible dependents each semester. A paper waiver will always need to be completed and submitted to the Human Resources department for the following groups:
 - Retired staff/faculty and/or their eligible dependents;
 - Early retirees and their eligible dependents;
 - Board of Trustee members and their eligible dependents.
- The above groups will still need to register for classes and fill out the *Request for Tuition Exemption/Waiver* form found on the HR web page [HR Forms Web Page](#). After registering and completing the form (including necessary signatures) they will turn it in to the front desk, Human Resources, AAB 201.
- No action is necessary on the part of the approver.

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- eTuition Waiver Process:

- Full-Time Employees and Eligible Dependents:

All full time employees expecting to use a tuition waiver for themselves and/or qualifying dependents, in a particular semester, must submit the request using the eTuition Waiver through MyPage. The waiver cannot be submitted online until the employee and/or dependent has registered for classes.



Note: Only the employee may submit eTuition Waivers. Eligible dependents of full-time employees do not have access to the online system.

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- Adjunct Faculty and Dependents:

Under Construction -- Must complete a paper *Request for Exemption/Tuition Waiver* form at the present time.

- Staff Part-Time:

Under Construction -- Must complete a paper *Request for Exemption/Tuition Waiver* form at the present time.



Note: Approvers should review the guidelines for the Request for Tuition Exemption/Waiver form found on the HR web page [HR Forms Web Page](#).

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- Additional Information:

- The employee and the approver (their supervisor) will receive an email when the eTuition Waiver has been submitted. The approver should take the appropriate action to approve in a timely manner. Follow-up by the employee may be required to ensure the eTuition Waiver is approved prior to the payment closing date.



- Employees and approvers should follow scheduled payment deadlines to avoid late fees and penalties.
 - The eTuition Waiver must be approved by the approver online before it can be processed;
 - The Request for Tuition Waiver form must be filled out completely before it can be processed;
 - Refer to the [Academic Calendar](#) for dates.

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- The following pages will show you how to navigate MyPage and the eTuition Waiver in order to approve or deny a tuition waiver.

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Login to MyPage using your username and Password

Salt Lake Community College

[Reset Password](#)

Sign in to your account

| Password

Stay Signed In

[First Time Users](#)
[Look Up Your Student Number \(S#\)](#)
[Need Help Logging In?](#)

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Click on the EMPLOYEE Tab. You will see the Tuition Waiver link and may begin.



- [HOME](#)
- [ADVISOR](#)
- [EMPLOYEE](#)**
- [TIME & LEAVE](#)
- [RESOURCES](#)
- [NEW STUDENT](#)
- [ACADEMICS & RECORDS](#)
- [ADVISING](#)
- [TUITION & FINANCIAL AID](#)
- [REGISTRATION](#)
- [CAMPUS LIFE](#)

MySLCC > Employee

Banner Forms Access

[Banner Forms](#)

Note: Works best with Internet Explorer or Firefox.

Personal Information

- ▶ [Change Your Mailstop](#)
- ▶ [Change Security Question](#)
- ▶ [View Address\(ea\) and Phone\(s\)](#)
- ▶ [View E-mail Address\(es\)](#)
- ▶ [View Emergency Contacts](#)
- ▶ [Update Emergency Contacts](#)
- ▶ [Social Security Number Change Information](#)
- ▶ [Name Change \(PDF\)](#)

Employment Details

- ▶ [Benefits & Deductions](#) - Update or view your retirement plans, health insurance information, flexible spending accounts, miscellaneous deductions; change your beneficiary information; access open enrollment.
- ▶ [Pay Information](#) View your direct deposit breakdown, earnings and deductions history, pay stubs
- ▶ [Tax Forms](#) - W-4 and W-2 Information
- ▶ [Current and Past Jobs](#)
- ▶ [Time Off Current Balances & History](#)
- ▶ [Web Time Entry](#)

SLCC Systems

- ▶ [Banner Environments](#)
- ▶ [SLCCB/y](#)
- ▶ [Campus Receivable Collector](#)
- ▶ [SharePoint](#)
- ▶ [Web Outlook](#)
- ▶ [Whistleblower Hotline](#)
- ▶ [VPN Remote Access](#)
- ▶ [SAT Suite](#)
- ▶ [STIL Applications](#)

Important Dates

- ▶ [Holiday Schedule \(PDF\)](#)
- ▶ [Academic Calendar](#)



Electronic Personnel Action Form (ePAF)

[ePAF Form](#)

Employee Training

- ▶ [Information Technology \(IT\) Training](#)
- ▶ [Register for Training](#)
- ▶ [Required Training Website](#)
- ▶ [Staff Development](#)
- ▶ [Faculty Development](#)

Employee Student Forms

- ▶ [Admission Application](#)
- ▶ [Tuition Waiver \(Full-time employees\)](#)
- ▶ [Tuition Waiver Approval](#)

Select "Tuition Waiver Approval"

Key Access Request Forms

- ▶ [Electronic Access Request Form](#)
- ▶ [Key Request Form](#)

Printing Services

[Order Form](#)

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The screenshot shows the 'Tuition Waiver Supervisor Approval' page. It includes a search bar, a 'Term' dropdown menu, a 'Print Report' button, and a table of employee waiver entries. Callout boxes provide instructions: 'Select a Term' points to the dropdown menu; 'If you would like a hard copy for your reference' points to the 'Print Report' button; and a larger box explains that not all employees may appear in the list and provides instructions on how to proceed to the next screen.

Select a Term

If you would like a hard copy for your reference

Depending on a variety of factors, you may see some or none of your employees when entering this approval page.

To go to the next screen to approve, select an employee and click or use the Search options.

Personal Information Employee WebTailor Administration

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Tuition Waiver Supervisor Approval

You can add, view, approve, print, or print this page as a report, or click a SID link to make changes to a waiver.

Term

Show entries

SID	Last Name	First Name	Middle Name	Status	Approver	Credits	Amount	Date	Type
S00000001	Smith	Leslie				4	\$616.00	09/29/2014	FT
S00000002	Taylor	Miranda				1	\$184.00	09/19/2014	FT
S00000003	Jones	Robert				7	\$884.75	10/17/2014	FT
S00000004	Rickey	MariAnne				7	\$884.75	10/20/2014	FT

Showing 1 to 4 of 4 entries

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SUNGARD HIGHER EDUCATION

Personal Information **Employee** WebTailor Administration

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Tuition Waiver Administration

The total amount entered and the total of all the TSAEXPP amounts should match.

Term 201440

Employee Information

Name		Title	
SID		SLCC Phone	
Status	Full-time Employee (A)	Email	

Waiver Information For

Name		TSAEXPP Data	
SID		Ex Code	Max Amt
Relation	Child	9	884.75
Waiver Credits	<input type="text" value="p"/>		
Amount	<input type="text" value="884.75"/>		
Approved?	<input type="text" value="p"/>	Total	884.75
Comment	<input type="text"/>		

SID	Name	Total Credits	Amount	Subject	Crse No.	Crse Hrs	Title2
5				HLAC	1057	1	Yoga I (LW)
				ENGL	1010	3	Intro to Writing (EN)
				ENGR	1600	3	Engineering the Guitar (ID)

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In the field Approved? 'p' means pending –no action has been taken. Click Cancel if you do not want to take an action at this time.

To approve the waiver, in the "Approved?" field delete the P and change to an A. Click Approve Waiver to proceed.

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SUNGARD HIGHER EDUCATION

Personal Information **Employee** WebTailor Administration

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Tuition Waiver Administration

The total amount entered and the total of all the TSAEXPP amounts should match.

Term 201440

Employee Information

Name		Title	
SID		SLCC Phone	
Status	Full-time Employee (A)	Email	

Waiver Information For		TSAEXPP Data	
Name		Ex Code	Max Amt
SID		9	884.75
Relation	Child		
Waiver Credits	7		
Amount	884.75		
Approved?	A	Total	884.75
Comment	<input type="text"/>		

SID	Name	Total Credits	Amount	Subject	Crse No.	Crse Hrs	Title2
:				HLAC	1057	1	Yoga I (LW)
				ENGL	1010	3	Intro to Writing (EN)
				ENGR	1600	3	Engineering the Guitar (ID)

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The Approved? field is now set to 'A.' See next screen to deny.

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SUNGARD HIGHER EDUCATION

Personal Information **Employee** WebTailor Administration

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Tuition Waiver Administration

The total amount entered and the total of all the TSAEXPP amounts should match.

Term 201440

Employee Information

Name		Title	
SID		SLCC Phone	
Status	Full-time Employee (A)	Email	

Waiver Information For

Name		TSAEXPP Data	
SID		Ex Code	Max Amt
Relation			
Waiver Credits			
Amount	884.75		
Approved?	D	Total	884.75
Comment	Denied until next term		

SID	Name	Total Credits	Amount	Subject	Crse No.	Crse Hrs	Title2
				HLAC	1057	1	Yoga I (LW)
				ENGL	1010	3	Intro to Writing (EN)
				ENGR	1600	3	Engineering the Guitar (ID)

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There may be a reason to deny an employee's tuition waiver. If this is the case, type a 'D' in the Approved? Box, and add a reason for the denial in the Comment box.

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SUNGARD HIGHER EDUCATION

Personal Information Employee WebTailor Administration

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Tuition Waiver Supervisor Approval

You can add view, approve, print this page as a report, or click a SID link to make changes to a waiver.

Term:

Show entries

Search all columns:

SID	Last Name	First Name	Middle Name	Status	Approver	Credits	Amount	Date	Type
S00000001	Smith	Leslie				4	\$616.00	09/29/2014	FT
S00000002	Taylor	Miranda				1	\$184.00	09/19/2014	FT
S00000003	Jones	Robert				7	\$884.75	10/17/2014	FT
S00000004	Rickey	MariAnne		A		7	\$884.75	10/20/2014	FT

Showing 1 to 4 of 4 entries

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"A" appears in Status

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- Please contact Kristi at ext. 4704 in the Human Resources Benefits Department if you have any questions or are encountering problems with the eTuition Waiver program.